



### Administrative Assistant, Full-Time (40 hrs.), PA Office

---

Catholic Charities of Eastern Virginia is looking for a full-time administrative assistant to provide support for several in house departments located at our Princess Anne Office in Virginia Beach. Administrative assistant will report directly to the Director of Mental Health. Responsibilities of administrative assistant include:

- Routing daily incoming calls to appropriate staff members
- Providing appropriate resources for callers
- Routing voice mails to the appropriate staff
- Greeting office visitors/walk ins
- Assisting with issues related to office management
- Assisting with ordering supplies for the office
- Assisting with issues related to building maintenance
- Performing routine clerical tasks such as distributing mail to intended recipients
- Assisting with mental health intakes over the phone
- Assisting with scheduling mental health clients with counselors
- Assisting with checking in mental health clients for their appointments
- Communication and coordination with the part time mental health administrative assistant

Ideal candidates are professional, friendly, and team-oriented. Preferred candidates have three or more years of related office experience and are proficient in Microsoft Excel and Word. Acceptance of Pro-Life philosophy is a must. If interested, please send cover letter and resume to [hr@cceva.org](mailto:hr@cceva.org). EOE.