FAMILY OF COMPANIES

C4K · ETL · OST · AGZ · GFI · IAB · URX · RVG

OPPORTUNITY · FRONTLINE FRIENDLIES · SUPPORT TEAM

Administrative Assistant

Operational support across our family of organizations · the architect of efficiency behind the people who lead.

You have stepped into one of our 100+ professional positions within our Parlayed Parties — and right now, that means exploring your wants, needs, and aspirations as an Administrative Assistant. We are genuinely excited you are here. Welcome aboard. Your time matters, and so does your trajectory. This role is designed as a win-win: as you help us create meaningful impact across youth, families, and communities, we help you strengthen the transferable skills that elevate your professional future — organization, executive communication, systems navigation, discretion, and problem-solving under pressure.

GREAT in Action

Every position within our family of companies is anchored in GREAT — the framework that keeps everyone aligned, purposeful, and accountable.

G	**Goals**	Support seamless operations so leadership can focus on strategy and mission.
R	**Role**	Manage calendars and communications, coordinate logistics, maintain organized records, track essential data, and serve as the polished, professional voice of our brand.
E	**Expectations**	Accuracy. Timeliness. Proactive thinking. Calm competence.
A	**Accountability**	Own your tasks. Protect confidentiality. Follow through · every time.
T	**Timelines**	Work within clear benchmarks and deadlines that keep the entire organization moving forward.

What You Will Actually Do

The Administrative Assistant brings purposeful action to the rhythms of the role. Here is what those rhythms look like:

Daily Duties

- Greet and assist clients, visitors, and staff at the front office.
- Manage incoming calls, emails, and messages promptly and professionally.

- Prepare and distribute documents, reports, and correspondence as required.

Weekly Goals

- Maintain organized files, records, and administrative logs.
- Support management by coordinating meetings, schedules, and follow-ups.
- Identify workflow improvements and propose actionable suggestions.

Collaboration & Coordination

- Work closely with other administrative staff to ensure cohesive operations.
- Support interdepartmental communication and collaboration.
- Assist with ad hoc projects or events as assigned.

Tracking & Reporting

- Maintain accurate records of tasks, correspondence, and scheduling.
- Provide weekly summaries to management highlighting completed tasks and upcoming priorities.

What We Are Looking For

- Strong organizational skills and an eye for detail.
- Polished, professional written and verbal communication.
- Discretion with sensitive and confidential information.
- Comfort with common workplace technology · email, calendars, shared documents, video conferencing.
- Reliable follow-through · you finish what you start.
- A genuine care for the mission and the people it serves.
- Self-starter mindset · you anticipate needs without being asked.

WIIFM · What is in it for You

Administrative excellence is always in demand.

Here, you do not just assist · you architect efficiency. You gain mentorship, structured systems experience, leadership exposure, and operational mastery. This is not just a job. It is a runway for professional polish and upward mobility.

Engagement at a Glance

Type	Employee · part-time or full-time depending on organization
Reports to	Operational Officer or designated leader
Time Commitment	20-40 hours per week · negotiable
Location	Remote, in-person, or hybrid · depending on placement
Compensation	Hourly or salaried · based on experience and assignment
Growth Pathway	Administrative Assistant → Sure Secretary → Operational Officer leadership

Next Steps · The Pillared Pattern System

Every position in our family of organizations follows the same clear, consistent pathway. Here is what comes next if you decide to take the next step:

Pipeline Pirouette	Paperless paperwork to capture your basic information. Already complete if you submit through the form on this page.
Ontime Onboarding	An orientation to our rules, norms, and regulations. Delivered online at a time that works for you.
Initial Induction	The exact tools, systems, and starting tasks you need to thrive in this specific position.

We are honored you are here. Let us build something remarkable together.

Take the Next Step

READY TO EXPLORE THIS OPPORTUNITY?

Tell us about yourself using the form below. We will respond personally within 3 business days.