

Administrative Assistant

We're hiring!

Affair Recovery is looking for an Administrative Assistant to serve in-person at our Austin, TX headquarters!

What is Affair Recovery?

We are an industry leader in helping people heal after infidelity. Our inspiring programs are research based, combining a faith-based curriculum with the strength of support groups to provide solace and recovery for both couples and individuals.

Our mission is to restore those in crisis to extraordinary lives of meaning and purpose. In order to continue providing hope to those impacted by infidelity, we need to grow our team with people who share our mission and enthusiasm. We work in a fast-paced startup environment and we're looking for smart, forward-thinking problem solvers to join our talented and passionate team.

Your job:

Provide a high level of administrative support for our CEO, VP Operations, and local Austin office.

Your responsibilities include but are not limited to:

- Support CEO and VP Operations with scheduling, meeting preparation, document creation and organization
- Make travel arrangements as needed
- Coordinate event details & assist with team building activities
- Purchase supplies for the team and office
- Coordinate correspondence in staffing and hiring process
- Assist with various financial tasks to support monthly bookkeeping and reports
- Work with EMS Weekend coordinator to gather and pack supplies for our monthly EMS Weekends

About you:

- Organized with high attention to detail
- Excellent written and verbal communicator
- Self-motivated and takes initiative
- Efficient and disciplined with time management
- Desires to make work fun and enjoyable (positive attitude is a must)
- Takes direction well
- Creative but comfortable with repetitive work
- Enjoys problem solving
- Excellent follow-up and documentation skills
- Strong computer skills including proficiency with web browsers and Excel
- College degree is a plus

Why join us? Work at Affair Recovery is not a job; it's a passion. A passion fueled by the desire to change the world by saving love and transforming thousands of lives by restoring their marriages and families. Work for a purpose instead of just a paycheck:

<http://vimeo.com/16635298>

Interested? We want to hear from you!

Step 1: Complete an application: <https://forms.gle/Bto5c7KHio8sE4DQ8>

Step 2: Email your resume and cover letter to: employment@hope-now.com

Step 3: After you've completed **Step 1** and **Step 2**, we will contact you regarding next steps!