



Executive Assistant

Help us make a difference in the lives of homeless youth. Covenant House has a full time Executive Assistant position open for a self motivated and detail oriented individual to provide a broad range of administrative, managerial, and project support for the Executive Director.

Position requires a BA Degree and a minimum of 3 years of office management experience. Applicants must demonstrate excellent oral and written communication skills and proficiency in Microsoft Word, Excel, PowerPoint and desktop publishing. All applicants must possess a clean driving record and pass a state and federal background check.

If you are interested, please submit your cover letter and application to Covenant House Alaska, PO BOX 104640, ATTN: Human Resources, Anchorage AK 99510 , or by email to bjewell@covenanthouseak.org, or call 339-4207 for further information. Applications can be found on line at www.covenanthouseak.org or at 609 F Street.