

Date: August 10, 2026
Position: Administrative & Program Assistant
Type: Part-time (Up to 30 hours/week)
Schedule: Monday – Thursday (9AM – 4PM)
Location: Memphis, Tennessee
Salary: \$18-20/hour DOE

The Central U.S. Earthquake Consortium (CUSEC) is a nonprofit organization based in Memphis, Tennessee. CUSEC supports earthquake planning, awareness, and risk reduction activities for communities and states within the central and eastern region of the nation. We are currently seeking to fill the position of Administrative & Program Assistant. The position is part-time and will provide general administrative, clerical and programmatic support to multiple departments within the organization. The position is temporary to permanent with a 90-day probationary period.

Responsibilities:

- Providing general administrative and programmatic support to staff and organization.
- Supporting meeting planning tasks such as scheduling, travel arrangements, printing, name badges, participant registration/rosters, hotel/meeting venue coordination, etc.
- Maintaining filing systems, including document organization and scanning.
- Assisting with defined bookkeeping and grant administrative tasks.
- Supporting program staff with scheduling, social media, data entry, gathering program metrics, document review and editing, etc.
- Updating and maintaining multiple contact lists, calendars, and webpages.
- Taking or transcribing meeting minutes/notes.
- Greeting and providing assistance to visitors and answering and directing phone calls.
- Managing incoming/outgoing mail and shipping/receiving.
- Keeping office supplies and facility supplies stocked.
- Arranging and scheduling building repairs and maintenance services and other services, such as water delivery, pest control, landscaping, plumbing, etc.
- Maintaining asset inventory lists.
- Other administrative and programmatic support duties as assigned.

Requirements:

- 3-5 years' related experience.
- Professional demeanor and telephone manners.
- Excellent written and verbal communication skills.
- Working knowledge of office equipment such as computers, printers and copiers, and knowledge of office systems and procedures.
- Proficiency in Microsoft Word, Excel, and Outlook. QuickBooks experience a plus.
- High school diploma minimum, Associates Degree or higher preferred.

Interested candidates should send a brief resume and letter of interest to mbhopkins@cusec.org. No phone calls please.