Job Title:	**Programs Executive Assistant**	Location:	Knoxville, Tn.
Annual salary:	$65,000	Employment Status:	Full-time

Duties/Responsibilities:

- Administrative work assisting with the coordination of program operations and delivery of services to program clients.
- Assistance to the Executive Director on policy and procedural issues related to grants and contracts and serving as a liaison with state and regional organizations.
- Assist with the planning, development and execution of program services.
- Assist with preparation and editing of proposals, applications, and contracts when necessary.
- Assist staff with developing grant applications, program work plans, budgets, agreements, and supporting documents.
- Review grant awards, agreements, and contracts to ensure a thorough understanding of all requirements and impact on the agency's operations.
- Provide technical advice and assistance to program directors and other social service providers and agencies.
- Assist with the oversight of programs as assigned by the Executive Director.
- Assist with public relations activities when necessary.

Why Join Our Team:

- Monday - Friday
- Flexibility
- Work-Life Balance
- No weekends
- Excellent Benefits

Qualifications/Requirements:

- Graduation from an accredited four-year college or university with a B.A. (B.S.) Degree in Business Administration, Social Services Administration or closed related field;
- Thorough experience working in a large social services organization;
- Considerable organizational and financial management experience;
- Considerable knowledge of management information systems and technology;
- Strong organizational, decision making and interpersonal skills; or
- Any equivalent combination of education and/or experience.
- Valid TN driver license.

Full Time Benefits:

- 401k Retirement
- Annual/Sick Leave
- Medical, Dental, and Vision Insurance
- Teladoc
- 14 Paid Holidays
- Longevity Pay

Additional Benefits:

- Wireless Cellular Discount (Selected Carriers)
- Qualified Employer Under Public Service Loan Forgiveness Program (PSLF)
- Limited AFLAC Policies

Interested?

Visit https://ethra.e3applicants.com/ to apply and submit resumes. Accepting resumes through **11/6/2026**. To be considered for the position, all applicants must apply at the above link.

East Tennessee Human Resource Agency, Inc. is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data, sexual orientation, gender identity, or other legally protected status.

Disclaimer: *This position requires a criminal background. Therefore, you may be required to provide information about your criminal history in order to be considered for this position.*