



ADMINISTRATIVE ASSISTANT

HOPE Helps, a local non-profit with a mission to prevent homelessness and keep families in their homes, is looking for a dynamic and organized person to join our team as an Administrative Assistant. This 30-hour position is responsible for providing administrative support to HOPE's executive team and administrative staff, as assigned. The ideal candidate would have a high level of positive energy, welcoming demeanor, previous non-profit experience and show a dedication to the mission of HOPE.

- Understanding HOPE's Mission, Values, Vision and structure.
- Act as the administrative building's gatekeeper and timekeeper as it pertains to visitors and appointments.
- Be proactive in anticipating overall administrative department needs (ex: tracking calendars/meetings, keeping admin building organized, attention to details).
- Assist CEO and CAO (Chief Administrative Officer) with confidential administrative tasks, to include employee evaluation scheduling and form distributions, scanning, shredding and document creation, as assigned.
- Assist in prep, set up and breakdown of meetings / tours to include ordering food/supplies. Reset conference room after meetings / tours.
- Enter new contacts in Constant Contact (ex: Outreach/Development, Visitors, and Volunteers).
- Assist CEO and CAO with all staff events (staff retreat, job shadows, all staff meetings, etc.).
- Oversee Quarterly Staff Newsletter and in-house card circulation.
- Work alongside CAO as it pertains to identifying department needs (ex: 812 supply inventory, researching pricing options for purchasing and overall organization administrative needs).
- Maintain executive file organization (ex: HR files, vendor files, grants, department binders, etc.), as assigned.
- Assist DOF (Director of Finance) with copying incoming checks and scanning bills/invoices, as needed.
- Perform administrative requests for Marketing Department to include ordering nametags, bulk copying, t-shirt distribution, having marketing packets on hand for prep and use in tours / meetings.
- Assist Volunteer Department with data entry and auditing of hours in volunteer database (Volgistics).
- Assist Events Department with on-site box host distribution (pickups/drop offs) and other event duties, as assigned.
- Attend and assist with in-house and signature HOPE events, as assigned.
- Perform departmental clerical duties, as assigned by Admin Executives.

Please send resume, cover letter and pay rate expectation to resume@hopehelps.org with ADMIN ASSISTANT in the subject line.