



*Take a leading role in growing a treasured local non-profit founded in 1904.*

### **Administrative Assistant**

Reporting to HFLA of Northeast Ohio's Executive Director

#### **Primary Responsibilities:**

- Be the first face of the organization
- Answer phones
- Process payments
- Take payments from clients
- Help prepare for meetings
- Prepare and take bank deposits
- Process donations and prepare acknowledgement letters and other correspondence.
- Continually update and correct Little Green Light donor database records.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events.
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings.
- Phone calls to clients and applicants as needed and directed by the Program Department
- Additional tasks as directed

#### **Competencies - Knowledge, Skills, and Abilities:**

- A minimum of three years' experience in an administrative position, preferably in a not-for-profit
- Proficiency in Microsoft Word, Excel, Quickbooks and donor databases.
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Detail Oriented
- Ability to organize and prioritize work
- Occasional requirements outside of normal business hours
- Ability to work independently with little supervision
- Excellent interpersonal skills
- Team Player
- Must be punctual, responsive to requests and able to meet deadlines.
- Bi-lingual preferred (Spanish)
- Valid driver's license and reliable vehicle

#### **Compensation:**

Competitive

Email resume and cover letter to [michal@interestfree.org](mailto:michal@interestfree.org) or fax to 216-378-9007.