Administrative Assistant - Part time (30 hours a week)

Reporting to HFLA of Northeast Ohio's Executive Director

Primary Responsibilities:

- Be the first face of the organization
- Answer phones
  - Explain how our loan program works
  - Transfer as needed
- Respond to inquiries from the main office email account.
- Phone calls to clients and applicants as needed and directed by the Program Department
- Process payments
- Take payments from clients
- Help prepare for meetings
- Prepare and take bank deposits
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings.
- Donor correspondence
- Development Department support as needed
- Additional tasks as directed
- Days and hours needed (some flexibility may be available)
  - Monday 10:00-3:00
  - Tuesday – 11:30-4:30
  - Wednesday – 10:00-3:00
  - Thursday - 10:00-3:00
  - Friday - 10:00-3:00

Competencies - Knowledge, Skills, and Abilities:

- A minimum of one year’s experience in an administrative/customer service/nonprofit position preferred
- Proficiency in Microsoft Word, Excel, Quickbooks and CRM 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: $14-16 an hour depending on experience

Email resume and cover letter to katy@interestfree.org or fax to 216-378-9007.