Administrative Assistant

HelpLine is seeking a self-motivated, articulate and highly organized professional to work in a flexible, fast paced, non-profit environment. This individual should have strong administrative skills such as telephone skills, face to face client experience, accounting/payroll, typing, organizing, attend various meetings, preparing meeting minutes, project management, data entry and ability to work independently.

This position reports to the Fiscal Director. Primary job location will be the Mount Gilead office with some travel between other office locations required. This position is full-time (40 hours) per week, non-exempt, and is not eligible for alternative work arrangements (hybrid/remote). This position requires an on-site in person presence Monday-Friday.

RESPONSIBILITIES

+ Minimum of 3 years office management experience (2 of the 3 years must have accounting/payroll experience)
+ Proficient with computer - Microsoft Word, PowerPoint, and Excel
+ Ability to manage multiple priorities effectively
+ Flexible work schedule (some evenings or weekends may be required.) Attend special events, meetings, and trainings as required.
+ Strong oral and written communication skills
+ Must have and maintain an acceptable driving record
+ Provide own transportation when traveling is required
+ Must pass a background check and Motor Vehicle Report (MVR)
+ Requires onsite and in person work schedule (not eligible for hybrid work schedule).
+ Strong interpersonal skills
+ Minimum of high school diploma or equivalent

REQUIRED QUALIFICATIONS

+ Associates Degree
+ Experience with QuickBooks a plus, but not required.
WHY WORK FOR HELPLINE

HelpLine is a financially stable, longstanding (50+ years) non-profit providing a broad spectrum of social services to eight counties. We are committed to living our values and investing in our people. This means our benefits reflect equitable wages, culture of self-care, inclusive practices and access to growth opportunities:

+ Full-time, non-exempt position with competitive salary with personal growth and professional development opportunities
+ HelpLine values diversity, inclusion and strives for a healthy work/life balance
+ Mileage reimbursement for all work-related travel
+ Stable funding in an organization with over 50 years serving the community
+ Competitive benefits package including health, vision, dental, long term disability, Employee Assistance Program (EAP), earned paid time off, other voluntary benefits available
+ Simple Individual Retirement Account (IRA) offered with annual 2% HelpLine contribution, no employee match required and vested at enrollment

HOW TO APPLY

At HelpLine we ask that you submit a cover letter along with your resume. It is truly important to us – we believe your resume only tells part of the story. It cannot reflect the depth of knowledge, experience, passion and values. We want to know what you feel you bring to this position, why you are interested in this position, and what is important to you. Please submit your cover letter and resume to Leslie Baldwin at lbaldwin@helplinedelmor.org by Monday, August 7, 2023. HelpLine is an Equal Opportunity Employer/Provider.

ABOUT US

As the community’s only comprehensive 24/7 resource, we are the go-to for supporting and empowering change. Our highly trained specialists offer compassionate support to anyone in crisis or in need of information, connecting people with the right community resources and empowering them to thrive. Our prevention programs promote and advocate for emotional health and wellness through addressing suicide and depression, sexual assault, child sexual abuse and family violence to influence change in our community. These programs are rooted in our relationships with local non-profits and agencies, giving us the connections and knowledge to get community members the support, education and volunteer opportunities they’re looking for. For more information, visit helplinedelmor.org.

HelpLine provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, age, sex, sexual orientation, disability status, gender identity or any other characteristic protected by federal, state or local laws.