

Administrative Assistant

Are you a high energy individual with a passion for helping others? Hancock County Senior services is looking for a detail-oriented communicator to fill an opening for an administrative assistant. This is your opportunity to join a dynamic, team-oriented not-for-profit agency.

This position is perfect for someone who likes a fast pace, enjoys multi-tasking, and is able to adapt to changing priorities in real time. Business writing skills are essential.

Computer skills including Microsoft Office are required. Donor software experience is a plus. Prior office work experience and some college helpful.

Overview of Duties:

- Answer incoming telephone calls. Assist walk in clients and guests.
- Provide secretarial support for the Executive Director, Director of Operations, office staff and Board of Directors.
- Maintain client data base. Preparing ongoing data and statistics reports.
- Input data, maintain donor software, and generate donor reports.
- Prepare correspondence for Executive Director's signature.

- Assist Board of Directors with the organization of fundraising events.
- Assist clients with enrollment into nutrition programs.

Submit a resume along with a cover letter that succinctly describes your skills and experience. No resumes will be accepted without a cover letter.

Hancock County Senior Services
1870 Fields Blvd
Greenfield, IN 46140

We are an equal opportunity employer. No phone calls please.