

JOB DESCRIPTION
(Advertised: March 2025)

Position Title: Administrative Assistant

Reports to: Executive Director

FLSA Status: Non-Exempt, 18-22 hrs/week; \$20-\$22/hr

Type: Part Time Position

Essential Functions:

Administrative Support

This position is responsible for providing general administrative support as needed, including but not limited to:

- Serve as first point of contact for the Executive Director.
- Perform basic bookkeeping tasks including bill paying, check cutting, mailing checks, making deposits, invoicing, running financial reports, assisting with collecting annual audit materials, etc.
- Purchase office supplies and keep storage room stocked and organized.
- Prepare for Board of Directors meetings by printing agendas, minutes, reports and other documents.
- Take detailed minutes at Executive Committee and Board meetings for dissemination.
- Maintain organizational files and documents (paper and electronic) including contracts, leases, insurance documents, and subscription/membership renewals.
- Input data in both donor and client databases, update and ensure accuracy of same.
- Oversee and manage vendor telephone, email and written requests.
- Oversee repair and maintenance of office equipment, including computers, phones and printers.
- Perform general administrative support.

Communications

- Assist with print and electronic communications (i.e. annual report, newsletters, event collateral, etc.)
- Assist with donor communications, including appeal and acknowledgement letter and bulk mailings
- Assist with collating documents for monthly, quarterly meetings and as needed for grants.

Other

- Maintain organizational archives
- Additional tasks as directed by the Executive Director

Requirements & Qualifications:

- Minimum two years related experience; experience working at a nonprofit a plus.
- Ability to multi-task and prioritize in a dynamic work environment.
- Proficiency with spreadsheets, databases, QuickBooks and word processing preferred.
- A strong attention to detail with demonstrated consistency and accuracy in work outputs.
- Ability to work as a team member with minimal supervision in an environment where trust and mutual respect are well established.
- Solid written and oral communication skills and excellent phone manner.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment and technology issues as they arise.
- Quick learner with outstanding computer skills and willingness to learn new skills and technology.
- Interest in and commitment to the Neighbors Fund mission.
- Ability to maintain confidentiality and exercise discretion.

Culture:

- Flexible hours, no weekends/evenings.
- Generous paid time off, educational opportunities, potential for growth.
- Great team environment and office culture

Since 1936, the Cape Cod Times Neighbors Fund (formerly the Needy Fund) has been assisting year-round residents of Cape Cod, Martha's Vineyard and Nantucket with financial assistance and resources during hardships.

CCTNF is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff. Interested candidates please email: executivedirector@neighborsfund.org with resume and cover letter. We will only be able to respond to candidates who best meet the position requirements. No phone calls or recruiters please.