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Position Opening – Administrative Assistant

Come work with us!

New Hampshire Humanities is looking for the next amazing person to join our team as we approach our 50th year.

We're looking for a team player with a can-do attitude who has excellent communication and organizational skills. The successful candidate will be energetic, organized, and interested in learning. This is a great opportunity to join a small organization on a big mission!

About the Organization:

New Hampshire Humanities builds communities, entertains challenging topics, and engages all people in New Hampshire through public programming and grant opportunities for eligible nonprofits. We believe that the humanities strengthen our communities, our state, and our nation by forging connections between people and deepening our understanding of the world around us. Engagement with the humanities is critical to understanding the democratic process, the world, and each other, as we strive to enrich the lives of all people in New Hampshire.

Position Summary:

The Administrative Assistant provides general administrative support to the organization to keep the office running with a high level of effectiveness, accuracy, and communication.

Essential Functions of the Position:

- Provide general administrative support including data entry, correspondence, filing, and record retention
- Maintain tracking systems for grant and program applications and assist applicants with questions or problems.
- Team with Operations Manager to organize and document office procedures and policies to increase organization efficiency and provide optimum support.
- Organize both on and off-site meetings and events.
- Function as liaison for staff, vendors, and technicians regarding office equipment operation, maintenance, and repair.
- Interact with all staff in a cooperative and courteous manner.
- Perform other duties as assigned.

Essential Skills and Experience:

- Excellent oral and written communication skills.
- Ability to problem solve and multi-task while maintaining accuracy and deadlines.
- Working knowledge of office equipment, computer systems, and common business-related software.

- Ability to interact with staff, vendors, and the public in a professional manner.
- Ability to adapt to new and emerging technology commonly utilized in an office environment.

Candidate Requirements:

- Proficiency in Microsoft Office and comfort with learning new technology.
- 2-3 years of experience in administrative position appreciated but not required.
- Willing to travel statewide and attend off-hours events on occasion.

Physical Requirements:

- Ability to use office equipment, including entering information into data systems.
- Ability to communicate in a clear and professional manner.
- Ability to lift up to 25 pounds on a regular basis.

Full-time/Part-time: This is a part-time position, 12-24 hours per week with potential for additional hours.

Compensation & Benefits: Hourly wage range is \$16-18 per hour commensurate with experience. We offer an excellent benefit package including paid time off, generous health insurance benefits with family coverage available, retirement contribution, and more.

Work location: In office, Concord, NH, with potential for flexible schedule.

How to Apply: Submit a letter of interest and resume via email to nhhumanities@jobs.workablemail.com. No phone calls please.

Deadline: Open until filled.