Immediate Opening!
Administrative Assistant

The Granite State Organizing Project (GSOP) is looking for a highly organized and detailed Administrative Assistant to keep our office running smoothly and efficiently. This is a great opportunity to support our employees and provide general administrative support. The position is 20 hours a week. Salary commensurate with experience.

GSOP is a 20-year-old, broad based community organization working for racial and economic justice in New Hampshire. GSOP addresses systemic problems including lack of economic opportunity, equal access to health care, housing and education and institutional racism.

The ideal candidate:
- Can make independent decisions daily and address the best way to handle specific tasks
- Can collaborate with personnel, management, volunteers, and the public
- Is highly organized and can prioritize
- Has excellent writing skills which includes using correct spelling and punctuation
- Can effectively problem-solve, multi-task, and make sound decisions
- Is flexible, proactive, and resourceful
- Is comfortable working in a multi-racial, multi-faith environment
- Is an excellent communicator who always maintains a high level of professionalism.

Responsibilities:
- Assists Executive Director and senior staff with special projects
- Answers phones and greets people
- Schedules appointments and maintains calendars
- Collates and distributes mail
- Prepares communications, such as memos, emails, invoices, reports, and other correspondence
- Writes and edits documents from letters to reports and instructional documents
- Creates and maintains filing system, both electronic and physical
- Creates purchase orders and invoices
- Corresponds with GSOP accounting firm to ensure that all income and expenses are tracked to the correct programs
- Creates monthly Board packets and supports Board committees as needed
- Works with staff and volunteers to coordinate front desk coverage
- Assists with event planning and meetings
- Other duties as assigned by the Executive Director

Qualifications:
- 2-3 years relevant experience
- Excellent written and communication skills and typing skills
- Experience with Google Suite, Microsoft Office, Salesforce or other CRM software
- Exemplary time management skills
- Strong interpersonal and relational skills
- Ability to learn new systems
- Conversational Spanish helpful

Application Procedure: Email the documents below to sjknoy@granitestateorganizing.org
A copy of your resume & a cover letter outlining your qualifications for this position.