Administrative Assistant
Part time – 20 hours a week

Reporting to HFLA of Northeast Ohio’s Executive Director

Primary Responsibilities:

• Be the first face of the organization
• Answer phones
  o Explain how our loan program works
  o Transfer as needed
• Respond to inquiries from the main office email account.
• Phone calls to clients and applicants as needed and directed by the Program Department
• Process payments
• Take payments from clients
• Help prepare for meetings
• Prepare and take bank deposits
• Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
• Assemble media and donor kits for events and meetings.
• Additional tasks as directed
• Days and hours needed
  Monday 10:00-3:00
  Tuesday – 11:30-4:30
  Wednesday – 10:00-3:00
  Thursday - 10:00-3:00
  Friday - Off

Competencies - Knowledge, Skills, and Abilities:

• A minimum of one year’s experience in an administrative/customer service/nonprofit position preferred
• Proficiency in Microsoft Word, Excel, Quickbooks and CRM databases.
• Excellent verbal and written communications skills
• Ability to present information concisely and effectively, both verbally and in writing
• Detail Oriented
• Ability to organize and prioritize work
• Occasional requirements outside of normal business hours
• Ability to work independently with little supervision
• Excellent interpersonal skills
• Team Player
• Must be punctual, responsive to requests and able to meet deadlines.
• Bi-lingual preferred (Spanish)
• Valid driver’s license and reliable vehicle

Compensation:  $14-16 an hour depending on experience

Email resume and cover letter to michal@interestfree.org or fax to 216-378-9007.