**JOB ANNOUNCEMENT**

POSITION AVAILABLE: Administrative Assistant

SUMMARY OF POSITION: Under the direction of the Administrative Coordinator, the Administrative Assistant provides support services to insure the smooth operation of NCEDSV offices. Responsibilities include: clerical support (phone, fax, copying and correspondence) for all areas of the organization; assistance with daily bookkeeping; data entry, including that which is related to managing agency grants; maintenance of the office filing system, office equipment and office supplies; managing fundraising appeals, and, facilitating meeting logistics and travel arrangements.

QUALIFICATIONS: AA degree in Business Administration or related field or two years’ equivalent work/volunteer experience in an office environment. Computer proficiency with MS Office Suite and strong organizational skills required; experience with fundraising required; basic bookkeeping knowledge required; donor and membership database experience preferred; ability to troubleshoot basic technology issues preferred. Applicant must have reliable transportation and be willing to use for work related purposes. Non-profit background preferred. EOE.

SALARY/HOURS: Full-time, 40 hrs a week. 9-5 p.m., M-F

$14.00 to $16.50 per hour to start DOE.

CLOSING DATE: Applications must be received by 12:00 p.m. on Monday, October 1, 2018. **A one-page statement of interest must be included with resume in order to be considered.**

 Position open Monday October 22, 2018.

FOR MORE INFORMATION: Contact office at 775-828-1115 ext .12; e-mail your cover letter and resume to hr@ncedsv.org, or fax to 775-828-9911.