NOW HIRING: Project Assistant

Seeking a motivated and organized professional to manage business related tasks, support leadership team, handle accounts receivable/payable, mid- to high-level office and administrative assignments, and various projects.

Job Description

- Manage business and financial accounts including reconciling account statements, accounts receivable, vendor contracts, and preparing reports
- Assist with Human Resource duties such as updating personnel manuals, onboarding, timesheet processing and staff meeting coordination
- Lead community outreach and recruitment efforts (events, info sessions, etc.)
- Support and manage front desk in absence of receptionist
- Meeting support and coordination for leadership team
- Inventory, stock and order supplies

Qualifications

- Relevant work experience in related administrative or human service field
- Ability to prioritize daily workload to meet expected timelines
- Professional verbal and written communication skills
- Positive, “can-do” attitude, with proactive approach to problem solving
- Strong working knowledge of Microsoft Office package and the ability to learn new programs/database software as needed

To apply, send cover letter and resume to: info@mdnewdirections.org