



## Part-Time Administrative Assistant

### Job-Description

Manavi, is a non-profit organization that works with women who trace their heritage to South Asia. The goal of Manavi is to empower women and work with women who are survivors of domestic, sexual and other forms of violence. Manvi is seeking a highly competent, detail-oriented Administrative Associate who can help us reach our mission by staying on top of the day to day functions that make all our work possible!

The part-time administrative assistant to help manage our day to day operations. Ideal candidates should have experience with nonprofit bookkeeping, accounts payable, invoicing, database management, and be proficient in Quickbooks, Excel/spreadsheets, Google Calendar and Google Docs. This a 20 hour per week non-exempt position, Monday through Friday during daytime hours. There is some flexibility in scheduling. Position reports into the Executive Director.

Essential Functions:

1. Book-Keeping –
  - Quickbooks data entry, Accounts Payable administration, Accounts Receivable administration, Donation processing
  - Perform basic bookkeeping tasks including bill paying, check cutting, mailing checks, making deposits, invoicing, running financial reports, assisting with annual audit etc.
2. Administrative Support  
This position is responsible for providing general administrative support as needed, including but not limited to:
  - Purchase office supplies and keep storage room stocked and organized
  - Prepare for Board of Directors meetings by printing agendas, minutes, and other documents
  - Maintain organizational files and documents
  - Coordinate insurance coverage for staff and the organization
  - Serve as first point of contact for the organization
  - Manage donor database and organizational stats
  - Manage repair and maintenance of office equipment, including computers, phones and printers
3. Special Events
  - Assist with coordination of event logistics
4. Communications
  - Assist with print and electronic newsletters
  - Coordinate website updates
  - Assist with donor communications, including appeal and thank you letters
  - Coordinate bulk mailings
  - Maintain organizational archives

Take on additional tasks as directed by the Executive Director

Qualifications:

- Minimum two years related experience; Experience in nonprofit-specific bookkeeping, including grants a plus
- Proficiency with Excel, word processing and Quickbooks. Familiarity with Access database a plus.
- Ability to multi-task and prioritize in a dynamic work environment and ability to stick to deadlines
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Solid written and oral communication skills and excellent phone manner.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to operate and troubleshoot standard office equipment.
- Interest in and commitment to Manavi mission is helpful.

#### **HOW TO APPLY:**

Send resume/CV and cover letter, to [jobs@manavi.org](mailto:jobs@manavi.org) with “[Your Name]: Admin Associate” in the subject line.

Please send your application materials in PDF format