



# **Menchville House is in need of a Part-Time ADMINISTRATIVE ASSISTANT**

**Apply via email  
menchvillehouse@verizon.net  
OR Call 757-833-5980**

*Interview & Resume' Required*

## **Job Duties:**

- Answer Phones & Greet Visitors
- Prepare Daily Deposits & Complete Financial Data Entry
- Prepare Check Requests & Track Expenses
- Create Letters, Forms, & Spreadsheets as needed
- Mail Letters, Checks & some Bulk Mail
- Track / Acknowledge In-Kind Donations & Gift Card Contributions
- Coordinate Volunteers / Meal Program & Track Hours
- Manage NAP Credits
- Complete Fundraiser Follow-Up
- Maintain Office Calendar
- Order Office Supplies & Maximize Coupon Usage
- Run Errands & Attend Occasional Meetings
- Submit Monthly Foodbank Report
- Assemble Monthly Board Meeting Folders
- Assist with Miscellaneous Tasks as needed

## **Skills & Qualifications:**

- ORGANIZED & DETAIL-ORIENTED
- Good oral & written communication skills
- Good typing & data entry skills
- Ability to multi-task
- Experience with computer, email, phone, fax, copier, & printer
- Proficient in Word, Excel, & Outlook
- Knowledge of QuickBooks & Access a plus
- Flexible team player
- Heart for non-profit work