

Administrative Assistant



Job Title:	Administrative Assistant	Job Category:	Hourly
Department/Group:	Support Central	Hiring Manager:	Executive Director
Location:	24 Vernon St Keene, NH	Travel Required:	None
Level/Salary Range:	\$20/hour	Position Type:	Full-Time - 35 hrs/wk
HR Contact:	Karen Richi	Date Posted:	
Will Train Applicant(s):	Yes	Posting Expires:	
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
EMAIL: Please send a resume, cover letter, and references to karen@MonadnockPSA.org Subject Line: Administrative Assistant		MAIL: c/o Karen Richi Monadnock Peer Support Agency 24 Vernon St Keene, NH 03431	
Job Description			
<p>ROLE:</p> <p>The Administrative Assistant shall be responsible for completing a variety of back-office clerical and administrative tasks. This position reports to and is evaluated by the Executive Director and may receive work and direction from the Executive Director and the Administrative Director.</p> <p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Provide general administrative and clerical support • Assist Administrative Director in processing monthly reconciliation for all savings and checking accounts, credit card statements, and Amazon and PayPal Invoices • Attend Board of Directors Finance Committee meetings and full Board meetings as assigned; take meeting minutes, as needed • Maintain subsidiary accounts by verifying, allocating and posting transactions. Balance subsidiary accounts • Maintain petty cash and petty cash log and ensure the Petty Cash Policy is enforced • Notify senior staff of any accounting errors • Verify hours worked in timekeeping software • Assist Executive Director, as needed • Fold, address and mail out monthly newsletter • Maintain Board minutes, committee binders, and Community Meeting binders • Maintain new member packet contents and ensure that new member packets are available • Maintain employee contact list and Board of Directors roster • Assist colleagues with technology issues, as necessary • Maintain keys and key receipts • Work with Executive Director, Custodian, Maintenance Personnel, and Drivers to schedule maintenance and repair appointments with vendors, as needed 			

- Order office supplies, printer toner and paper, maintenance supplies, and office technologies according to existing purchasing procedures
- Take minutes at Support Central (senior staff) weekly meetings and distribute minutes in a timely fashion
- Represent MPS at community meetings and/or events as assigned
- Attend appropriate meetings and trainings as directed and required
- Maintain strict confidentiality of information
- Maintain safe and clean work areas
- Meet with, confer, and discuss performance evaluations with Executive Director
- Other job functions as assigned by the Executive Director that are not specifically described in this job description

QUALIFICATIONS

- Possess a minimum of Associates degree from an accredited Institution of Higher Learning or its equivalent in relevant experience – 3 years of work in the field equals 3 years of education
- Demonstrated computer skill sets including: Microsoft Suite including Teams and OneDrive, Google
- Ability to take accurate meeting minutes
- Familiarity with filing systems, and ability to file documents in their appropriate physical and electronic locations
- Self-identification of having lived experience with mental health challenges, i.e., being a peer
- Effective oral and written communication skills
- Possesses knowledge, understanding, experience, and sensitivity to the issues facing individuals with mental health challenges
- Ability to model and practice peer support or willingness to receive training
- Ability to handle conflict and uncomfortable situations with professionalism
- Ability to take initiative, be creative, flexible, and work independently and with a team
- Successfully pass a background check
- Maintain reliable transportation to and from work

PREFERRED SKILLS

- Three (3) years of personal and/or professional experience working in a clearly related field, such as mental healthcare, residential care, substance recovery facilitation, community aid, etc.
- Intentional Peer Support (IPS) training, Wellness Recovery Action Plan (WRAP) training, and Whole Health Action Management (WHAM) training

MPS is committed to cultivating and preserving a culture of inclusion and connectedness. We can grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents part of our culture. Furthermore, this collective sum represents our reputation and that of MPS’s reputation, and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran’s status, religion, disability, sexual orientation, disability, and beliefs.

Candidate Acceptance:		Date:	
Hiring Manager Acceptance:		Date:	
Last Updated By:	Stephen Tavella	Date/Time:	2/10/2025

