

## **OPEN POSITION**

**Administrative Assistant** (base office in La Crosse)

**Full-time Position** (40 hours per week). Pay starts at \$20/hour

### **Qualifications:**

- High school diploma or equivalent required
- Embracement of the mission of New Horizons
- Must be detailed oriented & reliable
- Strong writing and verbal skills required
- Extreme tact and discretion required
- Ability to manage multiple projects simultaneously required
- Excellent computer skills required

### **Duties and responsibilities include but are not limited to:**

- Recruiting and onboarding of volunteers and interns
- Working with in-kind donations
- Administration duties including but not limited to filing, ordering supplies, bulk mailing and inventory
- Basic Bookkeeping transactions including but not limited to performing payroll tasks, reconciling financial statements, data entry, and completing grant expenditure reports

This position is open to current staff and volunteers/interns. This position is also open to the public. This position will be open until filled. The full position description as well as an application can be found on our website at [www.nhagainstabuse.org](http://www.nhagainstabuse.org) Click on Get Involved, then click on Employment Opportunities.

If interested, please forward a cover letter, resume and a completed application to the director of programming and personnel at [programcoord@nhagainstabuse.org](mailto:programcoord@nhagainstabuse.org)