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## Administrative Assistant (40 hours)

HelpLine is seeking a self-motivated, articulate and highly organized professional to work in a flexible, fast paced, non-profit environment. This individual should have strong administrative skills such as telephone skills, face to face client experience, typing, organizing, attend various meetings, preparing meeting minutes, project management and ability to work independently. This position is 40 hours per week and reports to the Fiscal Director. Primary work location will be the Mount Gilead office with flexibility to work in the Delaware office as needed and/or assigned.

### REQUIREMENTS

- + Minimum of 2 years office management experience
- + Proficient with computer - Microsoft Word, PowerPoint and Excel
- + Ability to manage multiple priorities effectively
- + Flexible work schedule (some evenings or weekends may be required.) Attend special events, meetings, and trainings as required.
- + Strong communication skills
- + Must have and maintain an acceptable driving record
- + Provide own transportation when traveling is required
- + Must pass a background check
- + Minimum of 2 years Accounting and payroll experience

### PREFERRED

- + Associates Degree preferred but work experience may be considered in lieu of degree
- + Experience with QuickBooks a plus, but not required.

### WHY WORK FOR HelpLine?

- + Competitive salary with personal growth and professional development opportunities
- + HelpLine values diversity, inclusion and strives for a healthy work/life balance
- + Mileage benefit for all work-related travel

- + Stable funding in an organization with over 50 years serving the community
- + Competitive benefits package including health, vision, dental, long term disability
- + Simple Individual Retirement Account (IRA) offered with annual 2% HelpLine contribution, no employee match required

## HOW TO APPLY

At HelpLine we ask that you submit a cover letter along with your resume. It is truly important to us – we believe your resume only tells part of the story. It cannot reflect the depth of knowledge, experience, passion and values. We want to know what you feel you bring to this position, why you are interested in this position, and what is important to you. Please submit your cover letter and resume to Leslie Baldwin at [lbaldwin@helplinedelmor.org](mailto:lbaldwin@helplinedelmor.org) by **Sunday, October 10, 2021**. HelpLine is an Equal Opportunity Employer and Provider.

## ABOUT HelpLine

As the community's only comprehensive 24/7 resource, we are the go-to for supporting and empowering change. Our highly trained specialists offer compassionate support to anyone in crisis or in need of information, connecting people with the right community resources and empowering them to thrive. Our prevention programs promote and advocate for emotional health and wellness through addressing suicide and depression, sexual assault, child sexual abuse and family violence to influence change in our community. These programs are rooted in our relationships with local non-profits and agencies, giving us the connections and knowledge to get community members the support, education and volunteer opportunities they're looking for. For more information, visit [helplinedelmor.org](http://helplinedelmor.org).

HelpLine is a contract provider of the Delaware-Morrow Mental Health and Recovery Services Board and partially funded by SourcePoint. A United Way partner, HelpLine is accredited by the American Association of Suicidology, National Alliance of Information & Referral Systems and certified by the Ohio Department of Mental Health and Addiction Services. For more information, visit: [www.helplinedelmor.org](http://www.helplinedelmor.org).