



Administrative Assistant

SUPERVISOR: President OR Director of Programs

POSITION: Full Time, Hourly non-exempt

DESCRIPTION

Provide support to either the President or Director of Programs (two open positions)

SONH CULTURE

Special Olympics New Hampshire is a fast-paced, non-profit organization providing services to people with intellectual disabilities. The organization has a small staff, a heavy workload and frequently works under deadline pressures. Employees must demonstrate personal discipline and self-motivation to meet SONH organizational and program goals. Each SONH staff member is expected to demonstrate good interpersonal skills, attention to detail and flexibility in assignments, tasks, schedules and roles in working cooperatively to meet our goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Administrative Assistant will support either the President or Director of Programs with various tasks. The Administrative Assistant must have excellent organizational and problem-solving skills. Attention to detail and accuracy are essential in this position.

Flexibility in work assignments and role is essential in all of our work. Staff will report directly to volunteers leading specific projects each year. Demonstrating support for our athletes, donors and volunteers is a requirement for all staff.

Staff is expected to maintain communications in a cooperative and professional manner with all levels of SONH. Including staff, volunteers and athletes by demonstrating:

- Open communications with respectful and constructive expression of differences;
- Treating all employees with dignity, respect and courtesy; and
- Making every effort to resolve conflict and communications issues.

KNOWLEDGE AND EXPERIENCE

- 5 years of administrative experience
- Comfortable working in a fast-paced environment
- Proven ability to multitask
- Attention to detail
- Excellent communication and interpersonal skills
- Proficient in Microsoft Outlook, Word and Excel
- Excellent written and oral skills

- Associates degree or commensurate experience
- Valid driver's license

Interested candidates should send cover letter with salary requirements and resume to:

Special Olympics New Hampshire

650 Elm Street

Manchester, NH 03101

Hiring@sonh.org

Fax: (603) 624-4911

No phone calls, please.