



Administrative Assistant

The Administrative Assistant will be the first point of contact with the public – including clients, constituents, donor, and vendors. This position provides a warm, courteous, professional welcome to visitors and callers, as well as performs essential front desk administrative duties essential to the functioning of agency departments, including managing mail processes; maintaining office supplies for the agency; maintaining meeting room calendars, and facilitating front office equipment maintenance. The Administrative Assistant will also provide data entry support to the Finance Department as well as assist the Executive Director with administrative duties and/or projects as requested.

Requirements

- Associate, bachelor's degree (preferred) or equivalent at least 2 years related experience.
- Ability to work independently, assess priorities, take initiative, manage multiple assignments, and meet deadlines.
- Ability to work collaboratively and to promote team productivity.
- Ability to communicate effectively, orally and in writing.
- Flexibility, good judgment, and ability to work as a team.
- Ability to efficiently utilize Microsoft Office/Outlook and the internet.

Compensation and Benefits:

- This is a full-time, non-exempt position that offers \$15 per hour.
- Medical w/100% employer paid option
- Dental w/100% employer paid option
- Vision
- Employer Paid Life, STD, and LTD
- 403(b) retirement plan w/ employer match
- **160 vacation hours per year, 96 sick hours per year, and 16 personal hours per year.**
- 12 Paid Holidays
- Optional supplemental Life, Critical Illness, and AD&D options

To Apply Please submit an application, cover letter, and resume to: humanresources@preblestreet.org

Automatically generated confirmations of receipt will be sent in response to applications sent via email. Only those candidates selected for interviews will be otherwise contacted.

Preble Street, a 501(c)(3) nonprofit agency, has been working since 1975 to provide best practice social services that meet urgent needs and end hunger and homelessness for individuals and families in Maine living in poverty. Operating from seven sites in Portland, Lewiston, and Bangor, Preble Street programs include Street Outreach Collaborative, Maine Medical Center-Preble Street Learning Collaborative, Food Programs, Maine Hunger Initiative, Advocacy, Veterans Housing Services, Logan Place, Florence House, Huston Commons, Teen Services, Anti-Trafficking Services, and Homeless Voices for Justice. Preble Street is an equal opportunity employer that does not discriminate on the basis of race, religion, color, national origin, sex, military status, age, disability, sexual orientation, gender identity, genetic information, creed, citizenship status, or any other characteristic protected by federal, state or local laws. This policy applies to all of Preble Street's hiring practices, and all terms and conditions of employment.