



PeopleFund Position Opening: Administrative Assistant/Office Manager
Position Posted: March 1, 2010

PeopleFund is a nonprofit organization that creates economic opportunity and prosperity in underserved communities so all people can reach their full potential. PeopleFund implements strategies that create jobs, provide housing that is safe and affordable, and promote good policy decisions for low-income people. PeopleFund works to build prosperity for low-income people by providing financing and training to ventures that will have a positive impact in our community.

Please visit our website at www.PeopleFund.org for further information.

Job Description: Primary responsibilities include, general office upkeep, database maintenance, general book keeping, administrative assistance to program areas and executive management.

Reports to: Director of Operations

Primary Tasks:

Provide administrative assistance program areas and executive management.

- Coordinate board meetings, committee meetings and provide general support to Board of Directors
- Put together major mailings
- Answer/manage phones
- Manage and continue to revise the database
- Collect staff timesheets and accrue vacation and sick time
- General book keeping, including making bank deposits, managing accounts payable and accounts receivable
- General clerical, including assembling and maintaining office management files (personnel files, office contract files)
- General office maintenance, including purchasing supplies, phone system and copier maintenance
- Manage work study intern
- Oversee print jobs for program areas
- Perform other tasks as needed

Skills and Qualifications:

- A Minimum of two (2) years relevant work experience.
- Strong written and verbal communication skills.
- General computer literacy in Microsoft Word, Access and Excel required.
- Proficiency in QuickBooks.
- Spanish proficiency helpful.

- Must have sensitivity to issues of lower-income people and communities.

Respect, patience, and tolerance for all people are strong organizational values.

Salary: DOE plus health benefits and 401(k) plan.

Please email or send cover letter and resume to the attention of Kelly Weiss at email (kelly@peoplefund.org), by fax to 512-472-8191 or P.O. Box 6432, Austin, TX 78762.