

POSITION ANNOUNCEMENT
OFFICE ASSISTANT (part time, hourly)

Available Immediately

The Office Assistant is responsible for carrying out a variety of administrative duties including data entry, file management, and basic bookkeeping activities and accounting tasks. A critical member of the LCHIP team, the Office Assistant reports to the Grant's Coordinator and is integral to LCHIP's efficient and professional operation.

RESPONSIBILITIES – *Assigned tasks may vary as needs arise, but will generally include:*

- Maintaining the integrity of LCHIP's grants database to ensure effective tracking of Program status and impact.
- Performing basic AR/AP bookkeeping tasks, utilizing QuickBooks accounting software
- Implementing LCHIP's program records management and retention policy (paper and digital).
- Arranging remote and in-person meetings, workshops and webinars, both in person and online.
- Coordinating and liaising with vendors to insure LCHIP's efficient and professional function and appearance.

PROFILE – *The successful Office Assistant will*

- thrive as an integral member of a small, high-functioning team, working collaboratively to achieve common goals,
- be a quick study, able to apply concepts broadly and utilize sound judgment in decision-making,
- be detail-oriented, resourceful, and solutions-oriented,
- be self-directed, able to successfully advance a combination of short- and long-term assignments concurrently,
- successfully work with detailed information accurately and
- value the opportunity to play a role in preserving New Hampshire's unique heritage,
- bring one or more years' office experience, including use of Microsoft 365, although personal aptitude, a commitment to self-education, and a willingness to apply oneself to the position will be equally valued.

DETAILS -

- Work Schedule – Flexible schedule of 5-10 hrs./week (30 hrs./month) as needed to maintain work/life balance.
- Work Location – Bright, spacious offices in Concord, NH, walking distance from Main Street, ample free parking. A hybrid (remote and in-office work) can be accommodated following a successful orientation period.
- Physical Requirements – Representative of those in a typical office setting: use of standard office equipment (copier, fax, computer, telephone, etc.) and the ability to lift, maneuver, or carry up to 20 pounds. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.
- Compensation – The Office Assistant is compensated at an hourly rate of \$20.00.

TO LEARN MORE -

Submit resume and cover letter to KMidolo@LCHIP.org, including the words "Office Assistant" in the subject line. No phone calls please. An application form will be forwarded to all qualified applicants. The position will remain open until filled.

[LCHIP](#) is an Equal Opportunity Employer and an independent state authority that provides matching grants to New Hampshire communities and non-profits to protect and preserve the state's most important natural, cultural and historic resources. Its legislatively mandated mission is to ensure the perpetual contribution of these resources to the economy, environment, and the quality of life in New Hampshire. All funding for LCHIP grant-making and administrative costs depends on the state budget process.