

# Job Posting

Goffstown Main Street Program, Inc. is recruiting a part-time Administrative Assistant.

Goffstown Main Street is a small 501 (c)3 non-profit organization operated by a volunteer Board of Directors. The Goffstown Main Street Program is committed to the promotion, preservation, and economic vitality of Goffstown, New Hampshire's village historic business district and our natural resources while maintaining our small-town quality of life.

The successful candidate will report to the Goffstown Main Street Program Board of Directors. As part of this dynamic group, the Administrative Assistant will provide a critical role supporting the efforts of the board of directors focusing on the administrative duties surrounding event planning, fundraising, communications and office management. The successful candidate will possess a strong attention to detail, the ability to work on various assignments for multiple people simultaneously and the capacity to work independently. After successful completion of a working test period, a flexible alternative work schedule is available.

## POSITION HIGHLIGHTS

- Monday – Friday (flexible scheduling)
- Part-time (20 hours per week)
- Hybrid position with a main office located in Goffstown, NH
- Hourly pay range \$17-\$21 (per hour) dependent experience and educational background

## Application Information:

- For additional information about the position email [info@goffstownmainstreet.org](mailto:info@goffstownmainstreet.org)
- Interested candidates can submit a resume and cover letter to [info@goffstownmainstreet.org](mailto:info@goffstownmainstreet.org)
- Interviews will be conducted through January 19<sup>th</sup>.

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## POSITION DUTIES

Performs office administrative duties as described in the following areas:

1. **TYPING:** Using a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews references materials and manuals.
3. **REPORT WRITING:** Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations.
4. **PROCESSING:** Screens letters, memos, reports and other materials to determine action required; may make recommendations to Board.

5. SECRETARIAL: Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings.

6. OFFICE MANAGEMENT: Authorizes purchases and payments (within prescribed limits of authority); coordinates, prepares and monitors income and expenses for bookkeeping purposes; develops input and prepares documentation for department budget.

7. DATA COLLECTION AND REPORTING: Maintain up to date database of GMSP businesses ("stakeholders"). Ensure that data is gathered and properly collected, stored, and analyzed. Report monthly on the impacts and achievements of the GMSP activities and programs (SWOT analysis).

8. COMMUNICATIONS: Oversee internal and external communications regarding the GMSP program, including webpage, social media, print, online publications and on-air outlets. Maintain communications plans, schedule and calendar, to include but not limited to:

- Monthly newsletters
- Daily activity on social media
- Timely updating of businesses and organizations
- Advertise local businesses and events on our social media
- Seek opportunities to partner with other organizations' events
- Send out thank you cards or letters as appropriate
- Acknowledge of sponsorships and contributions

### **KNOWLEDGE, SKILL AND ABILITY**

Considerable knowledge of office administration and management; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take meeting minutes.

### **MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

At least 1-year experience serving in an administrative or office management role.

### **PREFERRED QUALIFICATIONS**

- Familiarity with Goffstown village historic business district, business owners, and/or town officials
- Experience with Microsoft Word, including composing correspondence
- Experience with Microsoft Excel, including managing data and creating pivot tables and graphs
- Experience with Microsoft Teams, including scheduling meetings and sharing documents
- Experience communicating in person, on the phone, virtually, in writing and using social media platforms
- Experience using organizational and problem-solving skills to complete projects
- Experience coordinating office budgeting and purchasing
- Experience in office management
- Experience fielding inquiries on behalf of leadership

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## Full Job Description

Goffstown Main Street Program Administrative Assistant. Reports to the Goffstown Main Street Program Board of Directors.

As part of this dynamic group, the Administrative Assistant supports the efforts of the board of directors by focusing on the administrative duties surrounding event planning, fundraising, communications and office management. Successful candidate will possess a strong attention to detail, the ability to work on various assignments for multiple people simultaneously and the capacity to work independently. After successful completion of a working test period, a flexible alternative work schedule is available. After successful completion of a working test period, a flexible alternative work schedule is available.

### POSITION HIGHLIGHTS

- Monday – Friday (flexible scheduling)
- Part-time (20 hours per week)
- Hybrid position with a main office located in Goffstown, NH

### POSITION DUTIES

Performs the most complex office administrative duties as described in the following areas:

1. **TYPING:** Using a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews references materials and manuals.
3. **REPORT WRITING:** Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations.
4. **PROCESSING:** Screens letters, memos, reports and other materials to determine action required; may make recommendations to Board.
5. **SECRETARIAL:** Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings.
6. **OFFICE MANAGEMENT:** Authorizes purchases and payments (within prescribed limits of authority); develops input and prepares documentation for office and/or department budget; coordinates budget control and monitoring; develops office and/or department procedural manuals.

7. DATA COLLECTION AND REPORTING: Maintain up to date data base of GMSP businesses ("stakeholders"). Ensure that data is gathered and properly collected, stored, and analyzed. Report monthly on the impacts and achievements of the GMSP activities and programs (SWOT analysis).

8. COMMUNICATIONS: Oversee internal and external communications regarding the GMSP program, including webpage, social media, print, online publications and on-air outlets. Maintain communications plans, schedule and calendar, to include but not limited to:

- Monthly newsletters
- Daily activity on social media
- Timely updating of businesses and organizations
- Advertise local businesses and events on our social media
- Seek opportunities to partner with other organizations' events
- Send out thank you cards or letters as appropriate
- Acknowledge of sponsorships and contributions

### **KNOWLEDGE, SKILL AND ABILITY**

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take meeting minutes.

### **MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

At least 1-year experience serving in an administrative or office management role.

### **PREFERRED QUALIFICATIONS**

- Experience with Microsoft Word, including composing correspondence
- Experience with Microsoft Excel, including managing data and creating pivot tables and graphs
- Experience with Microsoft Teams, including scheduling meetings and sharing documents
- Experience communicating in person, on the phone, virtually, in writing and using social media platforms
- Experience using organizational and problem-solving skills to complete projects
- Experience coordinating office budgeting and purchasing
- Experience in office management
- Experience fielding inquiries on behalf of leadership
- Experience working with confidential information