

PAID JOB OPENING

Part-Time Administrative Assistant (Needham, MA) Debtors Anonymous General Service Office

Debtors Anonymous (D.A.) is a global 12 Step Fellowship dedicated to helping members recover from compulsive debting by adhering to 12 Step principles. We are looking for a reliable, detail oriented Administrative Assistant to work in the D.A. General Service Office (GSO) in Needham, Massachusetts on a part-time basis under the supervision of the Office Manager. The Administrative Assistant performs customer service, literature fulfillment, data entry, filing, office upkeep, and other administrative tasks, as needed. Debtors Anonymous is looking for a motivated, punctual, and highly service-oriented person who is proficient in English and can work well with others.

Job Type: Part Time - 18-20 hours per week in office (M-F)

Some schedule flexibility is available within the office's 9:00-5:00 business hours. Additional hours may be required for special projects and covering vacation hours for the Office Manager. Split-shifts may be needed during D.A.'s annual five-day business meeting in August.

Compensation Rate: Pay Rate: \$19.00-\$22.00 per hour.

Apply at jobs@debtorsanonymous.org

Please submit a resume and cover letter that describes your interest in the position and your level of familiarity with 12 Step programs. **Applications with a cover letter will receive priority.**

Responsibilities Include but not limited to:

- Google Workspace data entry and maintenance
 - Maintain the email database (data entry) which may include working hours during D.A.'s annual conference
- Telephone and email customer service
 - Must be able to speak with 12 Step members who need assistance, as well as Debtors Anonymous vendors
- Database and spreadsheet entry and updates
 - Maintain and or create needed spreadsheets for tracking purposes.
- General office organization and filing
 - Responsible for keeping supplies stocked, general office cleaning and upkeep, trash output, etc.
- Literature fulfillment

Preparing mailing labels, packing books and literature for shipping

Skills Required

- Computer Skills:
Microsoft Office Word and Excel.
- Google Workspace and a willingness to learn other programs if needed.
Proprietary database, training available.

General Skills

- Strong office organizational skills and excellent filing skills (both paper and computer)
- Data Entry - 60 wpm
- Money handling experience
- Excellent customer service skills
- Ability to occasionally lift 30 lbs in the office (packed books)
 - Hand-truck available
- Fluency in other languages appreciated.

12 Step experience is an advantage in this position.

Benefits

- Vacation time
- Holiday Pay

There is public transportation (MBTA) to the Needham Center, where the office is located.