



# Administrative Assistant Position

MaFLA is an inclusive, non-profit service organization that promotes effective world language education and professional growth by supporting a diverse community of language educators from across the state of Massachusetts. MaFLA is seeking to employ a part time paid administrative assistant.

## **Position Description:**

The Administrative Assistant (AA) is a part time clerical position with flexibility to work 0-10 hours a week, up to 200 hours per year. The AA works under the supervision of MaFLA President or President designee. The AA is not a board member and does not vote.

## **Duties:**

1. Assist the Membership Coordinator in recordkeeping such as member database, 123 or other online event management system and other tasks as necessary
2. Assist the Treasurer with clerical tasks involved with financial recordkeeping
3. Assist Officers, Coordinators, and Committee Chairs with data management and administrative tasks when requested by the President.

## **Qualifications:**

- High School Diploma or equivalent. College degree preferable
- Tech literate and proficient with Google Suite, Microsoft Office programs including Excel, Zoom, other digital platforms, mail merge and constant contact. Knowledge of QuickBooks is a plus
- Demonstrates professionalism in all communication and interpersonal interactions
- Strong writing and communication skills
- Demonstrates attention to detail
- Flexible and open to feedback
- Strong organizational skills and ability to prioritize tasks
- Willingness to take initiative and is self-directed
- Ability to work efficiently and accomplish tasks within a part time framework
- Understanding of (or willing to familiarize self) with MaFLA organization

## **Compensation:**

- \$20-\$25/hour set annually by the Finance Committee

*To apply, send resumé and letter of interest to Shannon Vigeant by November 9th:*

[smvigeant@msn.com](mailto:smvigeant@msn.com)