

DAHC Job Opportunity

Apply by: March 10, 2010

Position: **OFFICE MANAGER**

Salary Info: **\$ 10,400.00 per year**

Part-time position @ \$ 10.00 per hour, 4 hours per day. (8:30 AM until 12:30 PM with the exception of Board Meeting days.)

No benefits, but personal (sick) and vacation time can be accrued on a prorated basis. Holidays paid on prorated basis

Program: **GENERAL ADMINISTRATION**

Description: **Oversees general operation of DAHC office and provides support services to staff.**

- Duties
1. Answers phone and provides general information on DAHC programs and operations.
 2. Posting and payment of bills as well as posting of funds received.
 3. Assists E.D. to put together and mail information to the Board of Directors as well as take minutes at board meetings.
 4. Assists other DAHC staff with printing, mailings and phone calling as needed and time permits.
 5. Monitors office supplies and orders supplies as needed.
 6. Maintains Reception Area and Work Room spaces.
 7. Picks up and reviews mail sent to DAHC (*regular, general voice mail and general e-mail*) as well as forwards mail to appropriate staff.
 8. Maintains mail logs (incoming and outgoing mail)
 9. Other duties as assigned by Executive Director.

Qualifications: Excellent people skills required.
Attention to detail – previous data entry or bookkeeping experience, ability to use Quickbooks Pro .
Computer literacy (*i.e., MS Word, MS Excel & MS Access*).
Ability to handle multiple-tasks at the same time.
Bi-Lingual Spanish Speaking preferred

Submit Resume and References to Anita Oldham, Executive Director
400 W. Main Street, suite 408, Durham, NC 27701
Or email to anita@dahc.org, No faxes please.