



Position Description

Office Administrator

OPPORTUNITY

Meals on Wheels is a small but efficient Greenwich, Connecticut not-for-profit organization that provides meals to seniors, people with disabilities, handicapped, and homebound people of any age. The organization seeks an **Office Administrator** to support the administrative needs of the Meals on Wheels program.

Meals are provided to roughly 100 clients weekly Monday through Friday. Meals on Wheels also provides a weekend meals program for four area preschools to children who demonstrate a need for nutritional support. Over 70 friendly and caring volunteers deliver meals to enable the people in our community to live nourished lives with independence and dignity. The board of directors provide support as financial management, drivers, marketing, and fundraising.

JOB REQUIREMENTS

- Attend to the day-to-day administrative office needs of the small office while communicating with staff, volunteers, and clients in a friendly, cheerful and professional manner.
- Responsible for billing, bill payments, and maintaining QuickBooks.
- Willing to learn Bloomerang Donor Manager and fundraising software and support fundraising team.

QUALIFICATIONS

- Strong Office Administrative Skills
- Strong Microsoft Office Skills
- Knowledge of QuickBooks
- Knowledge of Bloomerang a plus

COMPENSATION, SCHEDULE & LOCATION

This is a part-time, 10-hour a week position with an annual salary of \$18,000. The work schedule will require the Office Administrator to work on-site from 7:30 a.m.-12:30 p.m., two days per week (days TBD) in the 89 Maple Avenue, Greenwich, Connecticut location.

EQUAL OPPORTUNITY EMPLOYER

Meals on Wheels is committed to creating a diverse, equitable, and inclusive environment. Meals on Wheels does not discriminate based on race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity, or any other reason prohibited by law in provision of employment opportunities and benefits.

TO APPLY

Please submit a resume and a compelling letter of interest via email. All cover letters and resumes should be sent as **ONE PDF DOCUMENT** titled “**Last Name Cover Letter and Resume**” to nonprofitjobs@thestrategygrouppllc.org. **Please title emails OFFICE ADMINISTRATOR SEARCH.**