

Position: Office Assistant, Part-Time

The Office Administrator is a 16-hour per week position (2 days/week @ 8 hours per day, flexibility on days of week) designed to handle the daily operations of a small, but busy, non-profit. Applicant must be DEPENDABLE, detail-oriented, and able to prioritize work to meet deadlines. The qualified applicant MUST have an excellent working knowledge of Microsoft Office Suite, including Access, Excel, and Word. Candidate must be trustworthy and demonstrate ability to handle confidential information with the utmost professionalism. This position has the potential to grow into a full-time Office Administrator position, with increasing responsibility, over the next 2 years.

Responsibilities include but are not limited to the following:

- Answer phones, process incoming/outgoing mail, order and maintain office supplies, postage meter and copier
- Process accounts receivables, payables, and bank statement reconciliation. Also assist with audit
- Maintain orderliness and neatness of office area
- Assist all staff members and programs of organization on an as-needed basis, including Teen Court which operates off-site every other Thursday evening
- Coordinate events, meetings and conferences (catering, logistical planning, ticket database management)
- Update/maintaining databases for programs and event registration
- Support IT infrastructure, social media efforts, website and website calendar (No knowledge of html necessary)
- Strong verbal and digital communication skills
- Adaptable, strong problem-solving skills
- Positive, adaptive attitude, willingness to learn new technologies

Resumes will be accepted until position is filled. Hourly wage is negotiable and based on experience, and will fall between \$16-20/hour. Parking is included.

Applicants should email resume and letter of interest to shelley@mylaw.org. Please indicate your earliest possible start-date. Maryland Youth and the Law (MYLaw), which is located in Baltimore City, is an equal opportunity employer.