



Part-Time Administrative Assistant

Organization: ANN FRANCES OUTREACH FOUNDATION

Focus: Assisting individuals facing food insecurity and homelessness

Hours: 5 hours per week (with potential for more)

Pay: Negotiable

Our Mission:

Our mission is clear: **to serve the most vulnerable with love and compassion, bringing growth to our communities and striving to end homelessness through partnerships with trusted local businesses and organizations.**

Job Overview:

We are seeking a **part-time Administrative Assistant** to support our nonprofit's mission by handling key office tasks. This role offers **flexible hours** and the opportunity for additional hours based on need.

Key Responsibilities:

- Manage emails, correspondence, and office documents.
- Maintain contact lists and filing systems (digital & manual).
- Provide professional communication and clerical support.
- Handle confidential information with discretion.

Qualifications:

- Strong organizational and multitasking skills.
- Proficiency in Microsoft Word.
- Excellent written and verbal communication.
- Passion for nonprofit work and supporting community initiatives.
- Ability to work independently with attention to detail.

Interested? Email Kelly@annfrances.org for more details.
