Part-time Executive Secretary Position

Neighborhood House in South Wilmington is seeking a part-time Executive Secretary to provide administrative and confidential executive support to the Executive Director.

Duties include but are not limited to:

- **Drafting communications, maintaining files and records; assisting in planning and preparing for meetings;**
- **Creating and maintaining database and spreadsheet files;**
- **Coordinating Executive Director's schedule and making appointments;**
- **Maintaining records of all Board of Directors Meetings.**

Relevant Experience

- **Applicant should possess a high school diploma; and have a minimum of 3-5 years of relevant work experience;**
- **Knowledge and experience in office administration, organization and composition of letters, minutes, reports, charts and spreadsheets;**
- **Must have excellent typing, Microsoft Word, Excel and Power Point skills; and have ability to operate standard office equipment.**

Please send resume to: **Neighborhood House, Inc.**
Attn: Executive Director
1218 B. Street
Wilmington, Delaware 19801

All resumes must be received by January 23rd, 2012.