



## **Administrative Assistant**

The Southwest Region Planning Commission (SWRPC) seeks an enthusiastic individual to join our team. Established in 1971, SWRPC is a public agency based in Keene, NH serving the Monadnock Region in areas such as land use, and economic development, sustainability, emergency

environment, transportation, community management, and public health planning. Additional information about SWRPC can be found at [www.swrpc.org](http://www.swrpc.org).

The position covers a range of activities including office support, outreach and communications, various administrative functions, and light custodial duties.

### **Qualifications:**

The ideal candidate will have background consistent with one of the following:

- Associate's degree (bachelor's degree preferred) with a focus on business operations, public administration, communications, or similar field.
- Two years' experience (four years preferred) in a public sector, non-profit or similar office environment.
- Some combination of education and experience which serves as the equivalent of the above.

### **Experience & Qualities:**

Familiarity and background with the following preferred: office administrative operations; working with the public; record keeping/database management; website maintenance; use of social media; preparation of outreach materials such as newsletters, annual reports, event announcements, etc.; ability to prepare meeting minutes; and proficiency with common office computer applications.

Additional qualities include the ability to prioritize and multi-task; friendly disposition and interpersonal skills; well organized; writing and editing skills; and ability to work both independently and in a team environment. Certain tasks require light to moderate physical activity.

### **Compensation:**

Compensation aligned with non-profit sector and commensurate with qualifications and experience.

### **To Apply:**

Persons interested in applying should submit a cover letter and resume via email to [tmurphy@swrpc.org](mailto:tmurphy@swrpc.org) and/or mail to the address below. Professional references may also be included.

Tim Murphy, Executive Director  
Southwest Region Planning Commission  
37 Ashuelot Street  
Keene, NH 03431

Position open until filled. EOE. SWRPC reserves the right to close this position announcement and search process at any time at its sole discretion.