



Position Open

Administrative Assistant / Bookkeeper

.5 FTE (or 15-20 hours/week) Salary or hourly rate negotiable.
Reports to Paul D. Leichty, Executive Director

Sample Announcements

Administrative Assistant / Bookkeeper sought for small virtual office based in Goshen, Indiana. 15-20 hours per week. Requirements: Excellent organizational skills. Standard office skills working with Word, Excel, and other Microsoft Office products. Proficiency in QuickBooks (including adaptability to QuickBooks Online version). Ability to work remotely with Executive Director using various online tools. Ability to work from home or an existing office in the Elkhart County area with regular access to the Goshen Post Office. Pluses include writing skills, familiarity with social media, and familiarity with a broad range of Anabaptist/Mennonite organizations and people. Interested persons should submit a resume and three references (employment, personal, pastoral). For further information, see www.mennohealth.org or contact Paul Leichty at Mennonite Healthcare Fellowship, 1-888-406-3643 or pdleichty@mennohealth.org.

Administrative Assistant / Bookkeeper sought for small virtual office based in Goshen, Indiana. 15-20 hrs./wk. Requirements: Excellent organizational skills, able to work with Microsoft Office, QuickBooks, and various online tools. Needs to work remotely with Executive Director from an existing office in the Elkhart County area with regular access to the Goshen Post Office. Interested persons are invited to contact Paul Leichty at Mennonite Healthcare Fellowship, 1-888-406-3643 or pdleichty@mennohealth.org. See www.mennohealth.org for more details.

Called to care. Caring to serve.

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Paul D. Leichty, Executive Director

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