



JOB DESCRIPTION

POSITION: Administrative Assistant
REPORTS TO: Chief Operations Officer

This position will be filled as soon as a qualified applicant is identified. [APPLY HERE](#)

JOB SUMMARY

The Administrative Assistant, under the direction of the COO, the CEO, office management, and accounting. He/she will support the CEO in the scheduling and coordination of meetings, board minutes from board and committee meetings, event support, and other executive requests by the CEO. The Administrative Assistant will support the office of The Alliance for Health Equity in managing the office including copy machine maintenance and vendor relations, office supplies, cleaning vendor, and landlord building needs/requests. The Administrative Assistant will support accounting as needed in preparation for audit, board signatures, and mailings.

DUTIES

Executive

- Support the CEO and The Alliance with calendar scheduling as needed.
- Coordinate Board and Committee Meetings. Draft minutes from Board, Executive, and Finance Committee meetings.
- Coordinate and Board Meetings of the Brandywine Health Center. Draft minutes from Board meetings.

Office

- Order and manage offices supplies.
- Manage copier including vendor relations.
- Manage cleaning service contractor.
- Coordinate meetings that includes the ordering of food as needed.
- Serve as liaison with HDC, the property management company, for The Brandywine Center.
- Relationship with Iron Mountain/other storage providers
- Low level in house technology tasks (backups, server resets)

Accounting

- Support accounting into the cash receipt internal control flow by having the person copy/scan checks from the mail and create a daily check log.

- When wet signatures are needed we incorporate the position into the final delivery of signed materials. Same for things that need to be shipped or things needing a delivery receipt.
- When large mailings (ie 1099s), we incorporate the position into the metering of the mailing
- Assist for the year end records retention policy activities (ie get things to shred to the shredder, things to store to storage)
- Assist with Board signature gathering (especially when in person is most convenient and efficient)
- Gathering certain items needed for audit (ie board and committee minutes, tracking volunteer numbers)
- Assisting in fixed asset and equipment tracking
- Programming codes in to the copiers, etc

Culture Setting

- Foster a multi-organization culture supportive of continual learning, innovation, creativity, high performing collaborative work, exceptional service, outstanding partner outcomes, shared commitment and clear and effective decision making.
- Embed new Diversity, Equity & Inclusion best practices and other evidence-based interventions throughout the foundation's core lines of businesses

Requirements

- A valid driver's license
- Must pass a criminal history records check

Work Environment

- This position operates in both an office and outdoor setting.
- This position routinely uses standard office equipment.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- While performing this position, the employee is regularly required to talk, hear and use vision. The employee frequently is required to sit, walk, use hands and fingers and reach with hands and arms.

Expected hours of work

- This is a part-time 20 hour/week position, with typical hours of work Monday through Friday and flexible starting and ending times, as determined by the President/CEO.
- This organization operates within the community and evening and weekend work indoor and outdoor is probable.

Minimum Selection Criteria

Education

- High School Diploma.

Experience & Knowledge

- Previous board experience (voluntary and/or compensated)
- Ability to direct and understand both oral and written instructions in English
- Bilingual (Spanish/English) preferred.
- Commitment to diversity, equity, access, and inclusion

Preferred Qualifications

- Must be able to work independently as well as in a team setting, be flexible, and meet deadlines
- Must have good interpersonal, written and communication skills
- Must be resourceful, able to react quickly to a variety of requests and competing demands and have the ability to negotiate mutual agreements with internal and external partners
- Strong organizational and project management skills
- Skilled in use of Microsoft software
- Works collaboratively in a team environment with compassion and a sense of humor
- Maintains confidentiality and complies with HIPAA rules and regulations.

PAY RANGE

Commensurate with experience and competitive pay ranges at comparable organizations.
\$20/hour

The Alliance for Health Equity is an Equal Opportunity Employer with a culture of high performance and continuous improvement that values learning and a commitment to quality. We use a supportive and collaborative approach in both our internal operations and throughout our work with the greater Coatesville community.