Job Title: Administrative Assistant
FLSA Status: Fulltime, Exempt
Reports to: Director of Operations

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

As a Family Resource Center, The Center for African American Health is building upon existing partnerships and creating new collaborations to begin to address the needs of children, youth and families. We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Under the supervision of the Director of Operations the Administrative Assistant will work independently performing a wide range of complex and confidential administrative and clerical support duties.

Primary Roles and Responsibilities

- Maintain positive and professional staff and client relationships; welcome and greet community stakeholders and office guests
- Effectively communicate via phone and email ensuring that all Administrative Specialist duties are completed accurately and delivered with high quality and in a timely manner
- Manage conference room reservations, organize all aspects for meetings and prepare meeting materials
- Answers and direct phone calls, take messages, and field/answer all routine and non-routine questions to the appropriate team member
- Coordinate the pick-up and delivery of incoming mail
- Assist in ordering, receiving, stocking and distribution of office supplies
- Provide community with information such as organization address, directions to organization, fax number, organization website and other program related information
- Balance conflicting priorities in order to manage workflow, ensure the completion of essential projects, reports and meet critical deadlines
- Work as a member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting organizational and group goals
- Perform other administrative duties as required to support the mission and function of the organization
Requirements/Qualifications

▪ Education: College degree preferred, or an equivalent of education plus 2+ years of hands on experience in an office environment
▪ Proven experience as an administrative assistant or other relevant administrative support experience
▪ In-depth understanding of entire MS Office suite [Strong computer skills, familiarity with Word, Excel, Outlook, PowerPoint] and Google Docs
▪ Must be able to meet deadlines in a fast-paced quickly changing environment
▪ A proactive approach to problem-solving with strong decision-making skills
▪ Professional level verbal and written communications skill
▪ Ability to maintain accurate and confidential organization/client/service information and prepare internal and external as required
▪ Excellent communication, organizational and time management skills
▪ Ability to work both autonomously and collaboratively with a team in a fast-paced environment
▪ Initiative and capacity to respond effectively in stressful/crisis situations and multi-task
▪ Excellent public speaking and presentation skills
▪ Strong writing skills, and ability to convey information in a clear, and concise manner
▪ Demonstrated ability to work with persons and groups of diverse racial, ethnic, and economic backgrounds
▪ Ability to connect with diverse communities and forge strong relationships
▪ Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail
▪ Ability to analyze problems and find solutions which support and enable sound decision-making
▪ Ability to perform several tasks concurrently, time management and organizational skills
▪ Ability to organize and maintain detailed records; complete necessary paperwork, reports and meet deadlines
▪ Personal qualities of integrity, credibility, and dedication to the mission of The Center

Salary Range
$35,000 - $40,000

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply
Qualified candidates are encouraged to apply. Please submit a cover letter, resume and writing sample to the following email address and include Administrative Assistant in the subject line: careers@caahealth.org. No phone calls please. All applications must be submitted electronically – none will be accepted in person. More information about The Center for African American Health can be found on our website at www.caahealth.org

The Center for African American Health is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status or sexual orientation in any of our activities or operations.

12/2019