



Job Title: Administrative Support Specialist
FLSA Status: Full Time, Exempt
Reports to: Chief Operating Officer

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.

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 Chief Operating Officer, the Administrative Support Specialist will offer administrative support across the organization. Administrative Support Specialist will greet people who visit the organization, coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

Primary Roles and Responsibilities

- Greet and welcome guests as they arrive at the office.
- Direct visitors to the appropriate person and office.
- Update calendars, schedule meetings and assist with event coordination.
- Answer, screen, and forward incoming phone call.
- Ensure receptionist area is tidy and presentable, with all necessary stationery and materials.
- Provide basic and accurate information in-person and via phone/email.
- Maintain office security by following safety procedures and controlling access via the reception desk [monitor visitor logbook, issue visitor badges].
- Order office supplies and keep inventory of stock.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing.
- Work as a member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting organizational and group goals.
- Balance conflicting priorities to manage workflow, ensure the completion of essential projects, reports, and meet critical deadlines.

Requirements/Qualifications

- High school degree
- Proficiency in Microsoft Office Suite.
- Strong writing skills, and ability to convey information in a clear, concise manner.
- Professional attitude and appearance.
- Ability to be resourceful and proactive.
- Excellent organizational skills.

- Multitasking and time-management skills, with the ability to prioritize tasks.
- Ability to take initiative.
- Personal qualities of integrity, credibility, and dedication to the mission of The Center.
- Ability to organize and maintain confidential detailed records; complete necessary paperwork, reports and meet deadlines.
- Personal qualities of integrity, credibility, and dedication to the mission of The Center.

Salary Range

\$30,000 - \$35,000

Additional Employee Benefits

We offer a comprehensive benefits package including health, dental, short term and long-term disability, Employee Assistance Program, Employee Wellness Allowance reimbursement, Simple IRA, and generous paid time off.

Physical Demands

The work involves normal physical activity associated with an office environment.

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 Support Specialist 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.