



Administrative Assistant

JOB DESCRIPTION

Community Health Charities (CHC), a progressive, team oriented, mission driven organization, is seeking a willingly helpful team player to join our dynamic team as **Administrative Assistant**. The **Administrative Assistant** will provide support to the senior leadership team, reporting directly to the Chief Executive Officer (CEO). The ideal candidate: will be comfortable producing high quality work while performing repetitive tasks, will adhere to rules and processes, will interface with the Board and will possess a desire to make a meaningful difference by helping to build stronger, healthier communities and improve lives.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate new hire office set-ups and orientation schedule.
- Manage leadership team logistics including travel and meeting setups including drafting meeting agendas and drafting and distributing minutes.
- Manage board meeting logistics including travel, hotel arrangements, and catering arrangements.
- Manage processing and payment of leadership team expense reports.
- Manage creation, updates, distribution and composition of Board materials, gifts and packets.
- Office management responsibilities including office supply orders and Datawatch office security system.
- Manage staff celebrations including birthdays, anniversaries, and holidays.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM WORK

- Strong writing skills
- Strong interpersonal skills
- Project management/organizational skills
- Proficiency with Microsoft Office suite
- Experience with fundraising and nonprofits helpful

EDUCATION REQUIRED

- BS/BA degree desired
- Demonstrable experience managing executive schedules and coordinating calendars
- Demonstrable experience managing executive travel
- Experience in nonprofit sector desired

It is the policy of Community Health Charities to provide equal employment opportunity to all qualified individuals without regard to their race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, or any other characteristic protected by law, in all personnel actions. CHC is a forward thinking organization and promotes from within.

All employees are required to satisfactorily perform the essential duties and responsibilities of their positions. The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all

responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.