

ADMINISTRATIVE ASSISTANT

POSITION DESCRIPTION: Under direction from the Program Director, perform a variety of project management and administrative support duties.

DUTIES:

- 1) Assist the Program Director in all aspects of Health Rights Hotline management, including but not limited to:
 - a) Coordinating print material development with graphics designer and printer.
 - b) Maintaining the content of the Hotline's Web site through communicating with the Hotline's Web consultant on changes or updates needed to the site.
 - c) Coordinating mailings to health plans, medical groups, community organizations and other entities as appropriate and working with mailing houses to execute mass mailings.
 - d) Coordinating release of the Hotline's annual report including preparing press kits, press releases and following up with media contacts as directed.
 - e) Developing overheads and handouts for presentations.
 - f) Scheduling appointments and other engagements for the Program Director and other Hotline staff as necessary.
 - g) Preparing reports to funders.
- 2) Coordinate the outreach activities of the Hotline including:
 - a) Contacting community organizations to promote the Hotline as a resource.
 - b) Scheduling outreach presentations for Hotline staff and attendance at community events.
 - c) Maintaining a master calendar of outreach activities.
 - d) Ensuring adequate materials are available for planned outreach activities.
 - e) Ensuring all details of outreach events are provided to the appropriate Hotline staff including the requested amount of print and promotional materials, supplies (e.g. tape, projector, banner, etc), directions to the event(s), and event contact person name and phone number.
 - f) Tracking the details of all outreach events including materials distributed and size and type of audience.
 - g) Keeping the Program Director apprised of the status of outreach activities.
- 3) Maintain the Hotline's database including media list, mailing list and referral agencies.
- 4) Assist in preparing and running reports for data analysis.
- 5) Perform general administrative duties including:
 - a) Maintain postage meter, fax machine and copier; arrange for equipment repair when needed.
 - b) Update master calendar as directed by Program Director or her designee.
 - c) Prepare overhead slides as directed by Program Director or her designee.
 - d) Prepare and submit bills for payment.
 - e) Order, distribute and maintain office supplies and equipment.
 - f) Ensure adequate petty cash; maintain records and seek reimbursement as needed.
- 6) Serve as back-up receptionist when necessary, including screening of clients and providing appropriate referrals as needed.
- 7) Undertake other appropriate projects as assigned.

SKILLS:

- 1) Highly organized; ability to prioritize projects and meet deadlines in a rapidly changing work environment.
- 2) Attentive to detail; ability to proofread and edit documents, and ensure that all products are professional.
- 3) Demonstrated initiative to identify projects, tasks, or other activities that will further the organization's goals, obtain an appropriate level of support and complete the activity in a timely manner.
- 4) Proficient computer user, including extensive knowledge of MS Office 97. Knowledge of graphics programs a plus.
- 5) Ability to work with a diverse group of people.
- 6) Ability to perform a variety of tasks in a fast-paced environment.

QUALIFICATIONS:

Minimum 3 years increasingly responsible experience in an administrative capacity, preferably with a nonprofit and/or health care organization, managing multiple projects and tasks. Excellent written and verbal communication skills. Proficient with MS Office 97 and HTML. Valid California drivers license and access to a vehicle desired.

AN EQUAL OPPORTUNITY EMPLOYER