

Job Title: Administrative Assistant

Job Summary

The Administrative Assistant (AA) assists in scheduling, communication, written records, and basic office help for the iMAD Program and offices.

Organizational Relationships

1. Reports to: iMAD Program Director
2. Supervises: N/A
3. Works closely with community members, businesses and the general public.

Classification: Temporary, Part-Time, Non-Exempt, based on availability of grant funds.

Job Qualifications

1. High School Diploma or equivalent;
2. 1 -2 years administrative or secretarial experience preferable;
3. Excellent conceptual, organization skills, writing, communication, and teaching skills. Ability to generate reports and make presentations to community agencies and organizations.
4. Be proficient in multi-tasking;
5. Computer literate and intermediate to advance knowledge of Microsoft Word, Excel, Outlook and PowerPoint;
6. Strong interpersonal and organizational skills;
7. Detail-oriented;
8. A “team player” and someone who has excellent rapport with local community members.
9. Bi-lingual (English/Spanish) a plus.
10. Submit and successfully pass Level 2 fingerprinting.

Essential Duties

1. Participate in various trainings related to job function and grant requirements.
2. Read and routes incoming mail.
3. Prepares outgoing mail and correspondence.
4. Composes and types routine correspondence, as needed.
5. Organizes and maintains file systems for correspondence and other records.
6. Answers and screens telephone calls.
7. Arranges and coordinates travel schedules and reservations.
8. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities and meeting areas.
9. Transcribes meeting minutes for CAAB, Staff, and other meetings, as needed.
10. Participate in sustainability efforts.
11. Under all circumstances, follow established policies, procedures, protocols, and related laws.
12. Other duties as assigned.

Heartland Rural Health Network, Inc. reserves the right to change or modify job duties and assignments at any time. The above job description is not all encompassing. Position functions and qualifications may vary depending on business necessity.

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_____ Initials