



Southwestern AHEC, Inc.

Job Description

Job title: ADMINISTRATIVE ASSISTANT

Reports to: Executive Director

Level/Grade:

Professional

Type of position:

Full-time

Part-time

Contractor

Intern

Hours 30 /week

Exempt

Nonexempt

Purpose of Position:

Provide the Executive Director with assistance and support in the overall operation in managing the office of the Southwestern Area Health Education Center plans and organizes meetings, events, and conferences, as appropriate.

The Administrative Assistant for SW AHEC functions under the Executive Director's supervision and works closely with AHEC staff to coordinate and manage the office and Southwestern AHEC events.

Unusual Working Conditions:

Regular office hours, but additional hours are occasionally required to meet peak workloads and emergencies and handle the Southwestern AHEC program's special events. Personal transportation necessary as local and state travel may be required.

General Description:

The Administrative Assistant is responsible for various administrative activities, which fall within the office's functions and provides administrative, managerial, professional, and confidential assistance for programs and services of SW AHEC. These activities involve independent work and responsibility for complete arrangement, coordination of numerous meetings, and other specific AHEC activities, events, conferences, projects, and tasks. The Administrative Assistant must be prepared to provide significant interaction with community agencies and professionals to facilitate the effective management of the AHEC in southern Fairfield and New Haven counties. The Administrative Assistant will implement and maintain systems and procedures established for record-keeping of all programs and services provided by SW AHEC and initiate and maintain comprehensive records to assure dependable budget accountability and grant reporting.

Key Effectiveness Areas: Event Planning, Research and Report Writing, Interpersonal Skills, Personal Secretary, Correspondence, Strong Microsoft Office and Computer Skills, Office Management, and Other Support Functions

Work experience requirements:

- A minimum of two years experience as an Administrative Assistant and one as an event planner.
- Five years of office and secretarial experience.

Educational Requirements

- An Associates Degree is required, preferably in Office Management or Business Office Technology.

Knowledge, Skills, and Abilities Required:

- Considerable knowledge of office administration, management, and oversight.
- Thorough knowledge of proper grammar, punctuation, and spelling.

Southwestern AHEC is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

- Considerable knowledge of business communications and business math.
- Excellent capabilities in operation of office equipment, such as fax, computer terminals, and software applications, which include: Microsoft Word, Excel Worksheets, Microsoft Access, PowerPoint, and Microsoft Outlook and experience with obtaining information via the Internet.
- Ability to take meeting minutes and notes and type at a net speed of 50 wpm.
- Basic accounting and budgeting skills.
- Event planning, meeting organization, and implementation.
- Strong organizational and interpersonal skills and ability to prioritize.
- Excellent interpersonal and people skills and the ability to work independently with initiative.
- Excellent organizational and communication skills required, as well as the ability to pay great attention to detail.
- Strong telephone and customer service skills.

If interested in applying, submit a letter of interest, resume, and employment application to applications@swctahec.org by the deadline of **November 20, 2020**. Include Code: **AA2020** in your email's subject line.

Please click [here](#) for additional instructions.