

Job Description

COMMUNITY HEALING CENTERS

Job Title: Administrative Assistant

Position Reports to: CEO/Executive Director

Supervision Exercised: None

General Statement of Duties:

This is a Full-Time position providing Clerical, Administrative and Organizational Support to the CEO/Executive Director. Focus on keeping Communication, Calendar, Activities and Community Involvement simplified and organized for the CEO/Executive Director. **PLEASE, INCLUDE YOUR CONTACT PHONE NUMBER AND EMAIL ADDRESS ON YOUR RESUME.**

Tasks/Responsibilities:

- Facilitate the scheduling of meetings including, but not limited to, materials preparation and communication with meeting attendees.
- Assist with and facilitate the CEO/Executive Director's calendar.
- Organize CEO/Executive Director's Documents and Files.
- Sort and prioritize CEO/Executive Director's mail email and voicemail messages.
- Prepare and predict items for media release, as needed or directed.
- Coordinate CEO/Executive Director's day-to-day tasks and activities with the Development Department.
- Research topics pertinent to CEO/Executive Director's activities, including but not limited to Fundraising, Grant Research and Grant Writing, donor, supporter and futuresupporter engagement, events and event planning.
- Possibly communicating via phone, memo and email or personally with Donors and Board Members.
- Other duties as required by CEO/Executive Director.

Experience: Experience working in a Clerical/Administrative setting—preferably in an NFP Addiction Recovery/Treatment and Fundraising setting. Data entry experience and proficiency with MSoffice applications, required.

Education: Minimum of an Associate's Degree in Administrative Assisting or related field.

Required Job Knowledge and Skills:

- Ability to engage in positive relationships.
- Ability to handle stressful situations calmly and professionally.
- Excellent oral and written communications skills and attention to detail.
- Knowledge of program and services as they relate to the provision of services preferred.
- Working knowledge of the system of services needed to address the needs of the Executive Director.

EEO Statement

It is our policy to provide equal employment opportunities to all qualified individuals without regard to race, color, religion, gender, gender identification, sexual orientation, age, national origin, height, weight, marital status, veteran status or mental or physical disability in accordance with all applicable Federal, State and local laws and ordinances.

Job Type: Full-time