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**POSITION** **Administrative Assistant**

**REPORTS TO: Director of Community Health Services**

**JOB TYPE: Full Time / Non-Exempt**

Broward Healthy Start Coalition, Inc., (Coalition) is a nonprofit 501(c)3 corporation located in Fort Lauderdale, FL that leads a cooperative community effort to reduce fetal and infant mortality and improve the health and developmental outcomes of infants, childbearing women, and their families in Broward County.

**POSITION DESCRIPTION**

This position will support various program related efforts of Broward Healthy Start Coalition, Inc. (BHSC) in the Community Health department. The incumbent will provide a broad range of administrative and program support to the department and work closely with supervisors and managers to fulfill administrative needs. This position supports the work of the Director of Community Health Services.

**PRIMARY DUTIES**

* Possesses a working understanding of all programs in the department and knowledge of the agency's services.
* Performs general office duties such as but not limited to data entry, photocopying, faxing, emailing, answering phone calls, scheduling meetings, process incoming/outgoing mail, and filing.
* Prepares conference room for department meetings and trainings including appropriate equipment setup, and ensure attendees sign in upon arrival.
* Performs scheduling tasks, calendar coordination, and reserving the conference room or other meeting locations.
* Develops and updates documents in Microsoft Word and/or Excel, as needed.
* Prepares resource bags, informational packets, etc. for outreach, baby showers, and health fairs or other events.
* Assists in preparing and compiling program-related reports.
* Completes client surveys and program follow-ups by phone, text, email, etc.
* Participates in health fairs, community baby showers, and other events as support staff.
* Prepares check requests for submission to fiscal department.
* Prepares monthly mileage forms for department staff, as needed.
* Provides cross coverage for other Administrative Assistant positions within the agency, as needed.
* Greets and direct all visitors, including board members, providers, clients, and others in a pleasant and professional manner.
* Answers and directs incoming telephone calls appropriately.
* Supplies valid information to callers, relays messages, and announces visitors.
* Triages callers to the most appropriate department or individual.
* Maintains professional and technical knowledge by attending educational workshops.
* Follows proper telephone etiquette when answering calls, leaving messages, and taking messages.
* Establishes and supports cooperative working relationships.
* Contributes to a positive work environment and positive employee relations by practicing healthy and respectful communication.
* Demonstrates the ability to work effectively in a changing environment.
* Abides by all BHSC policies and standards of conduct.
* Works as a team player to perform assignments as requested.

**EDUCATIONAL REQUIREMENTS, SKILLS, AND EXPERIENCE**

* Associate degree (minimum).
* Strong computer skills with Microsoft Office (Excel, Word, Outlook) and the ability to use the Internet in a resourceful manner.
* Excellent people skills with the ability to interact with internal and external customers effectively and professionally.
* Possesses skills in administrative writing, process management, organization, problem-solving, time management, and verbal communication.
* Bilingual preferred.

**SALARY**

Salary range is $33,000 - $37,000 annually based on hourly rate. The Coalition offers an attractive benefits package that includes paid health insurance, paid annual and sick leave, and employer contribution to 403B after the 90-day waiting period.

**Broward Healthy Start Coalition, Inc. requires all new hires to pass a criminal background check prior to being hired. BHSC is** **an Equal Opportunity Drug Free Work Place Employer**.

**This is to certify that I have read and understand my job description and it has been discussed with me by my supervisor.  I have been provided the opportunity to ask questions, they have been answered to my satisfaction, and I agree to perform the duties set forth in my job description.**

Employee Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_