



## **Broward Healthy Start – Administrative Assistant**

Position: Administrative Assistant  
Status: Non-Exempt Employee  
Reports to: Program Manager

Provide office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. The Administrative Assistant ensures efficient day to day operation of the office or department and provides accurate and timely support to the management team in the following capacity: data entry, filing, mailing, copying, faxing, processing and preparing materials, answering and directing incoming calls, and other responsibilities as assigned. Under the direct supervision of the Program Manager, the Administrative Assistant must observe and maintain confidentiality of client and other sensitive information.

### **PRINCIPAL DUTIES**

- Answer general phone inquiries using a professional and courteous manner
- Direct phone inquiries to the appropriate staff members
- Reply to general information requests with accurate information
- Greet clients/suppliers/visitors to the organization appropriately
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Receive and sort incoming mail, faxes, and courier deliveries for distribution
- Prepare and send outgoing faxes, mail, and courier parcels
- Forward incoming general e-mails to the appropriate staff member
- Forward voice mail from the general mailbox to the appropriate staff member
- Purchase, receive and store office and other supplies
- Copy, print, scan and prepare materials for meetings and trainings
- Code and file material according to established procedures
- Back-up electronic files using proper procedures
- Provide administrative support to management and other staff
- Make travel, meeting and other arrangements for staff
- Coordinate the maintenance of office equipment
- Use computer software to prepare invoices and financial statements
- Code and file financial material according to established records management procedures
- Perform other duties as assigned

### **SERVICE EXCELLENCE**

- Follow appropriate telephone etiquette
- Establish and maintain cooperative working relationships
- Contribute to a positive work environment and positive employee relations by practicing healthy and respectful communication

- Demonstrate commitment to maintaining agency's high quality service standards
- Focus on internal and external client needs by meeting or exceeding expectations
- Abide by all policies and standards of conduct

#### KNOWLEDGE, SKILLS AND PHYSICAL ABILITIES

- High School/GED or Associate degree in social work, human services, or related field
- Minimum of 3 years Administrative Assistant experience
- Word processing and computer skills with proficiency in Microsoft Office (Excel, Word, Outlook) and internet
- Proficient in use of office equipment: Computer, Telephone and Voice Messaging Systems, Fax, Scanning, Photocopier
- Demonstrate competence in the following areas: communication, reporting, administrative writing, process management, bookkeeping, organization, analyzing information, professionalism, problem solving, planning, decision making, supply management, inventory control, and verbal communication skills

#### SALARY

Salary Range is \$30,000 - \$35,000. The Coalition offers an attractive benefits package that includes paid health insurance, paid annual and sick leave, and employer contribution to 403B after the waiting period.

#### APPLICATION PROCESS

Email resume, cover letter and salary requirements to [careers@browardhsc.org](mailto:careers@browardhsc.org) by Friday, August 18, 2017.

Please direct all questions pertaining to this position to [careers@browardhsc.org](mailto:careers@browardhsc.org).

Broward Healthy Start Coalition, Inc. requires all new hires pass a criminal background check prior to being hired. We are an Equal Opportunity Employer.

#### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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