



Job Title: Executive Administrative Assistant/Office Manager
FLSA Status: Full Time, Exempt
Reports to: CEO & Executive Director

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

The Center is building upon existing partnerships and creating new collaborations to begin to address the needs of children, youth and families. We are looking for detail-oriented and organized team members who excel in fast-paced nonprofit environments, are interested in working to promote community health through inquiry, innovation and impact and in joining a well-respected, high-impact organization with a rich history of community service.

Primary Roles and Responsibilities

- Completes a broad variety of administrative tasks for the CEO and Executive Director including: managing an extremely active calendar of appointments, completing expense reports; composing and preparing correspondence that is sometimes confidential; plans, coordinates and ensures that CEO/Executive Director's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO/Executive Director's time and office
- Balance conflicting priorities in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines
- Facilitate, build and monitor relationships including tracking contacts in database and managing follow-up
- Collect, enter and maintain data in Salesforce. Maintain accurate records of valuable company information
- Draft and edit correspondence
- Work as a member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting team goals
- Schedule and coordinate meetings for CEO/Executive Director
- Organize office operations and procedures; support internal and external correspondence; design filing systems; review and approve supply requisitions; assign and monitor clerical functions
- Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries. Direct visitors by maintaining employee and department directories; giving instructions. Maintains security by following procedures; monitoring guestbook; issuing visitor badges and addressing complaints
- Receives letters, packages, distributes incoming and prepares outgoing mail

Requirements/Qualifications

- Bachelor's degree required
- Strong work tenure: five to 10 years of experience, supporting Executives, preferably in non-profit organization
- Experience and interest in internal and external communications, partnership development, and fundraising
- Strong computer skills, familiarity with Microsoft Office 365, Word, Excel, Outlook, PowerPoint, Mail merges, and ability to learn Salesforce and other database management programs easily
- Demonstrated ability to organize, set and implement priorities, manage multiple tasks with attention to detail
- Ability to analyze problems and find solutions which support and enable sound decision-making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work enthusiastically with a variety of internal and external stakeholders
- A multi-tasker and team player with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of The Center

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

Qualified candidates are encouraged to apply. Please submit a cover letter, resume and writing sample to the following email address and include *Executive Administrative Assistant/Office Manager* in the subject line: Careers@caahealth.org. No phone calls please. All applications must be submitted electronically – none will be accepted in person. More information about The Center for African American Health can be found on our website at www.caahealth.org

The Center for African American Health is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status or sexual orientation in any of our activities or operations.