



Administrative Assistant, Institute for Community Health

We actively seek to broaden the diversity of our team, and especially encourage members of underrepresented communities to apply.

The Institute for Community Health (ICH) is a non-profit consulting organization that provides planning and assessment, participatory evaluation, applied research and data services to help local communities create sustainable health. The cornerstone of our mission is a commitment to community engagement in all aspects of the planning, evaluation and research processes, and a deep appreciation for the diverse experiences and values that communities contribute to health improvement.

ICH has extensive experience working across sectors and with a broad array of organizations and institutions, including community-based organizations, city and state governments, hospitals and community health centers, and academic institutions. Our work spans a wide variety of topic areas, including immigrant health, health systems, health disparities, substance use, and mental health, among others. Further information about our projects is available at <https://icommunityhealth.org/>

The Administrative Assistant will uphold ICH's core values: understanding and respecting diverse populations as well as the uniqueness of communities, safe-guarding privacy, supporting and building lasting partnerships, and improving the health status of communities.

This is a 20 hour per week, on site position spread over 3-4 days week (schedule is flexible).

Responsibilities:

The ICH Administrative Assistant performs a wide range of grants and finance support and administrative functions while working collaboratively with other administrative and ICH management staff.

Grants and Administrative Support:

- Prepares departmental mailings and other correspondence. Retrieves, sorts, and distributes all staff mail
- Composes, types, files and maintains records of correspondence, memos, agendas, letters and emails as assigned in accurate, neat and timely manner. Takes and prepares meeting minutes as assigned
- Assists with preparation of documents for Board meetings and other special company documents and packages
- Assists with preparing grant applications, including completing forms, gathering required documents and assembling applications packages for submission
- Efficiently schedules meetings as requested. Accurately notifies all parties as to the agreed upon date, time and location of meeting. Places reminder calls as needed
- Assists with event planning and coordination for special functions
- Manages IT requests for ICH staff as requested, including logging the request and following up to resolve issues

- Assists staff who are having problems with equipment, including (but not limited to) copiers, laptops, and projectors. Assists with setting up technology equipment including laptops and AV equipment
- Compiles and processes data; inputs data using computers; learns and uses technology to do these tasks more efficiently
- Coordinates and maintains the inventory of office supplies and places supply orders. Helps staff find needed supplies
- Additional responsibilities as assigned

Finance Support:

- Accurately enters grant data into Excel spreadsheets. Handles and protects confidential and sensitive data with integrity
- Prepares expense reports, reconciles and files paperwork for reimbursement
- Enters general ledger/payroll data into grant budget books on a monthly basis
- Updates and maintains Harvest time tracking software data fields
- Enters charge data and maintains ICH credit card log per CHA policy
- Scans and enters check information into ICH cash log
- Provides additional support to the ICH finance team on an ad-hoc basis as necessary (i.e. year-end close, audit, budget season, etc.)

Requirements:

- High school diploma/GED required
- At least 3 years' experience in an office setting performing general administrative assistant/finance duties
- Excellent computer skills including experience using Word, Excel, PowerPoint. Intermediate Excel skills (or higher) desired. Knowledge of and experience with G suite desired, including ability to schedule calendar invites
- Good finance data entry skills. Must be accurate with numbers and calculations
- Experience with accounts payable and receivables processing, including preparation of invoices
- Excellent writing, verbal, and communications skills, including ability to construct emails and letters and take minutes at meetings
- Ability to interact positively with the general public and multiple department staff
- Strong multi-tasking and organizational skills required, along with attention to detail. Ability to thrive in a busy office setting with multiple deadlines
- Ability to follow instructions and also to work independently
- Ability to balance multiple projects and be flexible in day-to-day work tasks, including ability to take direction from multiple staff
- Fluency in spoken and written English

To apply please send your cover letter and resume to Emily Chiasson at echiasson@icomunityhealth.org

All ICH employees are required to be vaccinated & boosted for COVID-19. Individuals may request exemption from the vaccine requirement for medical or religious reasons.