

POSITION DESCRIPTION

Position Title: Administrative Assistant II - Outreach & Advocacy

Division: Outreach & Advocacy

Reports to: VP of Outreach & Advocacy

Status: Non-Exempt

General Summary:

Provide administrative support to the VP of Outreach & Advocacy and department staff and coordinate special projects as needed.

Essential Job Functions:

- Provide general word processing, copying, filing, scheduling
- Management of appointments/deadlines/voice mail for the VP of Outreach & Advocacy
- Management and maintenance of department mailing lists, e.g. roster of elected officials, physician universe list
- Organization of department event calendar/securing venues for special events/securing food & refreshment sponsors
- Updating contacts in Google/spreadsheets e.g. Hospice, SNF, Home Care agencies, Churches, attorneys
- Managing/ordering supplies and materials especially for physician outreach activities
- Managing volunteer support of mailing projects
- Management of expense reports, travel arrangements for VP of Outreach & Advocacy
- Interface with Education Department staff for packet materials/ photocopying/ updating slides with logo changes
- Assist with intern projects, physician packet prep, patient toolkits
- Coordinate special projects as assigned including events and donor prospecting
- Attend staff, committee meetings and organization functions as directed.
- Attend agency fundraising and program events as assigned, coordinating specific areas
- Perform outreach on behalf of the VP of Outreach & Advocacy to secure meetings with identified targets in the community
- Occasional support for the front office/reception
- Create flyers, brochures and publications and acquire training as needed for same

Minimum Requirements:

- AA Degree in Business or Accounting
- 1 year of work experience in Accounting, preferably in a non-profit environment. A combination of internships and employment will be considered as work experience.
- Administrative support services experience.
- Proficient use of personal computer and software applications.
- Working knowledge of Quick Books accounting software
- Ability to represent the Association in a professional manner
- Proficient in the use of a personal computer and Microsoft Office applications
- Ability to travel as needed to perform job duties
- Ability to work evenings and weekends

To Apply: Please submit a cover letter, resume and salary history (mandatory) to alzoc.hr@gmail.com.