



JOB DESCRIPTION: ADMINISTRATIVE ASSOCIATE

CommonHealth ACTION seeks to invest in a proactive, self-directed **Administrative Associate (AA)** to support the day-to-day organizational and programmatic activities of the organization. This AA works independently and with guidance to support the implementation of activities in the following areas: day-to-day office management, business and resource development, executive leadership support, program research, writing and evaluation, technology administration, meeting coordination and implementation.

INSTRUCTIONS

To apply for this position, candidates must **follow these instructions to upload a resume and cover letter**. Files should be named using this convention: **Last name, First Name-Resume** and **Last Name, First Name-Cover**.

Should you have any problems with uploading your documents, please send an email to hr@commonhealthaction.org. *NOTE: Not following these directions will have an impact on your application. Do not email your documentation; it will not be reviewed if it is not uploaded as requested.*

All documents must be uploaded by 5:00 pm, Friday, June 23, 2017.

ABOUT THE ORGANIZATION

CommonHealth ACTION is a national non-profit that develops people and organizations to produce health through equitable policies, programs, and practices. We believe that health is a production of society. In addition to genetics, our health outcomes are determined by the contexts within which we live our lives and make personal behavioral choices. Our vision is an America in which all people have equitable opportunities and neighborhood conditions to achieve their best possible health.

Our program services include: technical assistance and capacity-building; curricula, training, and facilitation; organizational strategy and development; research, writing, and publications; and integrated meeting services. Please visit www.commonhealthaction.org for more information about our work.

POSITION DESCRIPTION

The ideal candidate is an adaptable, professional individual who is comfortable taking initiative and working in a fast-paced environment with multiple teams and projects. This person should be organized, focused, and attentive to detail, with the ability to manage timelines effectively while communicating proactively and regularly with team members and external entities as necessary. This position requires excellent interpersonal, organizational, computer, and writing skills, as well as the exercise of extensive discretion, independent judgment, and political acumen. The candidate must also be open to and appreciate constructive feedback as a mechanism for professional development and personal growth.

GENERAL RESPONSIBILITIES

The following reflect the major areas of responsibilities for this position. Tasks include (but are not limited to) the duties outlined. Candidates will also be required to complete other duties as assigned.

Office Management

- Provide high level support to the leadership team by proactively managing internal and external schedules, travel arrangements, expense reports, meeting/event logistics, and report updates.
- Support financial and accounting activities by processing invoices, maintaining vendor documentation, reconciling monthly credit card expenses, and other related duties.
- Coordinate conference center logistics, including making reservations, setting up conference rooms, maintaining equipment and supplies, and managing the on-site client requests as needed.
- Develop and maintain organizational documentation, systems, reports, processes, etc. both in hard copy and on the cloud server.
- Serve as office administrator by providing oversight for front desk associate's activities, including day-to-day office operations, general administrative tasks (i.e., copying, printing, etc.), maintaining order and cleanliness of general office areas, guest management, supply maintenance, and coordinating efforts with building and handyman services.
- Serve as the technology coordinator by troubleshooting equipment issues, coordinating equipment set up and repair with IT vendors (e.g., Internet, cable, phones, computer systems, etc.), monitoring and coordinating services for general office equipment and associated vendors

Program Services

- Conduct research and light analysis in support of projects and programs.
- Compile meeting notes and develop reports based on information provided.
- Provide logistical coordination (e.g., travel, site selections, etc.) and on-site support for meetings and events.
- Serve as a representative to clients and customers.

Business Development

- Support the business development team activities by scheduling internal meetings and managing documentation.
- Assist with proposal development, monitoring, and follow up.
- Conduct research on and track business development leads and resources.

EMPLOYMENT STANDARDS & CONDITIONS

EDUCATION AND EXPERIENCE: Minimum of an Associate's degree with one to three years of professional administrative experience or high school diploma with at least five to seven years' professional administrative experience. References required.

- Proficient in project and organizational administration
- Demonstrates a professional and political aptitude, strong interpersonal skills, and an ability to work well with a diverse group of people
- Values high-quality work that is error-free
- Strong independent work ethic and self-starter
- Willingness and desire to engage in continuous learning and training

TITLE: At the time of this posting, the position title is *Administrative Associate*. CommonHealth ACTION is a growing organization and while the exact title of this position may change during the hiring process, the nature of the position and the associated responsibilities are accurately reflected above and will not change.

TECHNOLOGY SKILLS:

- Microsoft Office: Word, Excel, Access, PowerPoint, Outlook, Publisher
- Adobe: Acrobat (other Adobe software experience a plus)
- Web research experience
- Intermediate computer systems and maintenance knowledge

JOB CLASSIFICATION: Exempt.

HIRING SALARY RANGE & BENEFITS: \$48,000–\$55,000. Salary is contingent upon available funding and is commensurate with experience and qualifications. CommonHealth ACTION offers a competitive benefit package with annual leave, health/dental/vision insurance and retirement contributions (403B).

REPORTING RELATIONSHIP: Vice President with oversight from Assistant Operations Manager.

JOB LOCATION: The position is based in the Washington Metropolitan area and requires the employee to work at the CommonHealth ACTION office (1301 Connecticut Avenue, NW, Suite 200, Washington, DC, 20036).

TRAVEL: Availability for domestic travel is required for this position. Estimated travel: 0-15% annually. All travel expenses outside of the DC metro area are reimbursed or paid by CommonHealth ACTION.

CommonHealth ACTION values a respectful, collaborative work environment. We establish and maintain trustful relationships with all staff, contractors, funders, and partners. We believe that hard work, a focus on quality, and a passion for the public's health are required to improve the well-being of individuals, families, and communities. CHA looks to all staff to contribute to the effective implementation of programmatic activities and the successful growth of the organization.