

Job description

Administrative Assistant

- Handle day – to – day office communications.
- Handle mail, filing, and correspondence as directed by the Executive Director.
- Assist staff with client needs and scheduling of appointments.
- Oversee fund raising efforts as directed.
- Knowledgeable of community services to make referrals when necessary
- Time management and organizational skills a must
- Must share responsibility of maintaining supply of educational materials with other HIV educators.
- Must have basic knowledge of HIV and able to communicate with the public.

Qualifications:

Preferably two year college coursework or comparable experience in Health education, communication, or closely related field.

Knowledge and Abilities:

Detail oriented a must. Ability to respond effectively to the most sensitive inquiries. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to public groups, funding agencies, and/or the Board of Directors.

Physical Requirements:

Ability to perform routine tasks, driving, climbing stairs, and lift and carry 40 lbs.

Other Requirements:

Valid California drivers license. Able to work flexible hours and days, including evenings and weekends. Must have reliable transportation. Working knowledge of word processing and databases. Able to type 40 words per minute.