



## **Administrative Assistant Job Description**

The Albion Health Care Alliance is hiring a part-time Administrative Assistant. Interested applicants should send a cover letter and resume to [Jessica@Albionhca.org](mailto:Jessica@Albionhca.org) by August 23 at 5pm.

### **Position Overview:**

The Administrative Assistant will provide essential support to ensure efficient operation of the Albion Health Care Alliance.

### **Administrative Key Responsibilities:**

- Office Management: Maintain office supplies, organize filing systems, and ensure a clean and orderly office environment.
- Document Preparation: Draft, format, and proofread documents, Board and committee reports, donor communications, and presentations for Executive Director. Handle confidential and sensitive information with discretion.
- Data Entry and Record Keeping: Maintain accurate Board, donor, grant, and program records and databases, including contact lists, client information, and departmental files.
- Assist with Financial Records: Make bank deposits and assist Executive Director with financial communications.
- Assist with Management of Facilities, as directed by the Executive Director.
- Complete Tasks and Errands as needed: Retrieve mail from post office, purchase supplies, etc.
- Help represent AHCA at community events and programs.
- Other duties as assigned.

### **Qualifications:**

- Education: High school diploma or equivalent required; Associate's degree preferred.
- Experience: Minimum of 1-2 years of experience in an administrative support role preferred.

**Skills:**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational and multitasking abilities.
- High level of attention to detail and accuracy.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Ability to thrive in a team environment, yet capable of working independently.
- Ability to prioritize.
- Ability to professionally represent AHCA in the community.

**Job Type: Part-time**

Pay: \$20 per hour

Expected hours: 15 hours per week

**Schedule:**

- Monday to Fridays
- Evenings and weekends occasionally

**Work Environment:**

- Office environment
- Some work is off-site
- Ability to lift 25 pounds
- Minimal travel (mostly in Albion, some in Calhoun County)
- Must have own reliable transportation, a valid driver's license, a clean driving record, vehicle insurance.

The mission of the Albion Health Care Alliance is to be a recognized and trusted Albion community partner helping area residents achieve optimal health. A nonprofit for more than 20 years, it is located at the Cram Center, 115 Market Place, Albion, Michigan.