



BLACK AIDS INSTITUTE

Job Description

Administrative Assistant

OVERVIEW

The Administrative Assistant is responsible for executing day-to-day administrative matters. The position is responsible for developing and managing administrative systems, establishing priorities, ensuring deadlines are met, and establishing and maintaining office and record-keeping systems and procedures.

Black people, LGBTQ+ people, and people living with HIV or on PrEP are highly encouraged to apply.

Job Location: Charlotte, North Carolina

Reporting Relationship: Program Director

Supervisory Relationship: None

Salary Range: \$46,258 to \$55,000 depending upon qualifications

ORGANIZATION-WIDE DUTIES AND RESPONSIBILITIES:

- Support the mission, vision, and values of the Institute.
- Comply willingly with all organizational policies and procedures.
- Support all functions that attain and maintain accreditation and compliance with regulatory agencies.
- Support and facilitate positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach
 - Maintenance of confidential information
- Communicate appropriate information to other departments in a timely and effective manner.
- Participate in appropriate professional development programs to attain and maintain competency.

POSITION-SPECIFIC DUTIES AND RESPONSIBILITIES:

- Receive guests and provide general front desk receptionist services. Route inquiries to the appropriate staff.
- Order office and kitchen supplies, oversee maintenance of office equipment, and handle incoming and outgoing mail and deliveries.
- Follow instructions and pre-established guidelines to perform the functions of the job.
- Maintain strict confidentiality of all activities.
- Maintain the confidentiality and currency of office records and files including personnel records for staff.
- Provide back-up support, as needed, to the bookkeeper.
- Contribute to streamlining and increasing efficiency of office procedures and systems.
- Assist, as needed, with the setup of in-house meetings, the organization and upkeep of the common areas of the office, and general office operations.
- As directed by the Program Director, prepare workspace for employees: arrange phone and computer setup and provide orientation to the general operations of the office, including phones, office equipment and supplies, and the location of shared files on the computer.
- Maintain the Institute contact database.
- Provide administrative support, as requested by the Program Director on various activities such as program-related events.
- Performs other related duties as assigned

SUPERVISION/TRAINING:

- Meet regularly with the Program Director
- Participate in agency training programs.

POSITION QUALIFICATIONS:

- Excellent oral written and presentation skills.
- A true go-getter.
- Well-groomed appearance.
- Ability to manage multiple deadlines in a fast-paced environment with multiple priorities.
- Knowledge of database computer programs.
- Outstanding organization, project and time management skills.
- Demonstrated creativity, resourcefulness and flexibility.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Associate of Arts degree plus two years of relevant employment involving office administration.

PHYSICAL AND SENSORY REQUIREMENTS:

- Ability to read, write and converse in English.
- Ability to communicate with staff, stakeholders and vendors.
- Ability to remain calm and composed under stress.
- Bending, lifting 40 pound boxes and packages, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing.

- Ability to respond to telephones and other auditory stimulation.
- Ability to organize and prioritize assignments.
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements).
- Ability to evaluate/interpret information and make independent judgments and decisions.

Apply here:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5793235.

Submit a cover letter and resume. Incomplete submissions will not be considered. Screening will begin immediately and will continue until the position is filled. No phone calls or emails please.

About the Black AIDS Institute

The Black AIDS Institute (BAI) is the only national HIV/AIDS think tank focused exclusively on Black people. The Institute's mission is to stop the AIDS epidemic in Black communities by engaging and mobilizing Black institutions and individuals in efforts to confront HIV. The Institute interprets public and private sector HIV policies, conducts trainings, offers technical assistance, disseminates information and provides advocacy mobilization from a uniquely and unapologetically Black point of view.

Our motto describes a commitment to self-preservation: “OUR PEOPLE, OUR PROBLEM, OUR SOLUTION.”

The Black AIDS Institute is an Equal Opportunity Employer.

For more information about the Black AIDS Institute visit www.blackaids.org.