



**ADVOCATES FOR  
COMMUNITY HEALTH**  
United for Health and Innovation

**POSITION TITLE:** Administrative Assistant – Part Time

**LOCATION** Washington, D.C.

**TRAVEL:** Occasional

### **POSITION SUMMARY**

Advocates for Community Health (ACH)—a Washington-based nonprofit that strives to advance the delivery of health care to underserved populations and cultivate new opportunities to achieve health equity in support of patients and communities in need—is seeking an Administrative Assistant. The Administrative Assistant will assist in managing a diverse portfolio of responsibilities including general office tasks and serving as support staff to members across the ACH team. This position requires great communication & interpersonal skills. The ideal candidate must have a proven track record of successful problem-solving skills, punctuality, critical thinking skills, and an outstanding history or teamwork and collaboration while working in a face-paced environment. The Administrative Assistant will be working across the whole team and will report to ACH's CEO.

### **RESPONSIBILITIES/DUTIES**

- Managing all company correspondence including filing - electronically and paper systems
- Generating letters, reports, and presentations
- Setting up for meetings and providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations, and preparing documents
- Screening phone calls and routing callers to the appropriate party.
- Transcribing minutes from meetings
- Conducting research as requested by staff
- Being a point of contact for a range of staff and external stakeholders and maintaining communication via phone and email
- Anticipating needs in order to ensure seamless and positive experiences
- Data entry
- Various ad hoc duties

### **QUALIFICATIONS**

- High school diploma or equivalent education required
- 3 years of administrative assistant experience
- Knowledge of appropriate software including Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Experience in a fast-paced work environment
- Strong time management skills, ability to plan, set and meet timelines
- Adept in technology

- Passion for advocacy work and commitment to ACH's mission

#### **ADDITIONAL SKILLS**

- Highly organized self-starter
- Creative problem-solving skills
- Ability to prioritize and multi-task
- Strong work ethic
- Teamwork skills
- Analytical skills
- Clear and effective communication

Please submit a resume and cover to [amillerstarling@advocatesforcommunityhealth.org](mailto:amillerstarling@advocatesforcommunityhealth.org)