



Administrative Assistant Job Posting

Title:	Administrative Assistant
Hours:	Part-time, 10-15 hours per week
Wage:	\$13-15 per hour, commensurate with experience
Reports to:	Executive Director
Work Location:	Norton Shores, Michigan

The Organization. We are a community health and education foundation. Our mission is to measurably improve fundamental wellness in the Muskegon-Lakeshore area. We do this by addressing four key needs: access to healthcare, nutrition, physical activity, and a sense of belonging. We offer community health grants, medical education scholarships, and a program for high school students of all backgrounds who would like to become physicians. If you would like to be involved in multifaceted work that makes a difference in our community's health and healthcare, read on.

Ideal Candidate. Do these things describe you?

- The Administrative Assistant will provide office support directly to the Executive Director and the Education Coordinator. Support needs may vary, but can include document organization, mail merges and mailing, preparation of program materials, donor and participant tracking, calendar maintenance and general office tasks.
- We have a small office that moves at a quick pace. This means you will need to work independently, juggle many tasks, stay organized, and keep projects on schedule.
- When we communicate, we must convey credibility, respect, and care. This means that accuracy, grammar, professionalism and attention to detail are essential.
- We are a family friendly environment and are happy to offer flexibility in scheduling and work-from-home days when needed. In turn we are looking for a candidate who can provide support at an occasional weekend or evening event.
- We are looking for a person who can become an integral member of our team so a long-term commitment to this role is ideal.

Qualifications. A qualified candidate must:

1. Have at least 3 years working in an administrative assistant or office related role with well-established skills with Microsoft Office, Outlook and database management
2. Execute tasks efficiently, accurately, and with high attention to detail
3. Demonstrate excellent writing skills and use of grammar
4. Possess strong organizational skills for monitoring multiple tasks and deadlines
5. Be willing and able to take initiative, work with limited supervision, meet deadlines, and learn new subjects and skills
6. Present and conduct himself or herself in a professional manner
7. Support the mission and values of the Osteopathic Foundation

Responsibilities. The Administrative Assistant will promote the work and mission of the Foundation by:

1. Provide administrative and program support to the Executive Director including organizing documents, preparing mailings, assembling meeting agendas, minutes and materials as well as coordinating grant and scholarship applications and data as needed.
2. Provide administrative and program support to the Education Coordinator including preparation and assembly of materials, mailings and communication with participants as needed.
3. Maintain meeting schedules and calendars for Staff, Board of Directors and Committee Members.
4. Updating databases accurately and efficiently
5. Processing and recording donations and program payments according to Foundation policies and procedures
6. Supporting communication, press, social media, and website initiatives as needed
7. Overseeing the day-to-day operations of the office including filing, errands, scheduling, supplies and general office maintenance
8. Performing other duties as assigned

Learn more about the organization at osteopathicfoundation.org.

Qualified candidates may submit a resume and cover letter to contact@osteopathicfoundation.org. A cover letter is required for consideration.