

<b>ADMINISTRATIVE ASSISTANT</b>
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**Job Summary:** The Administrative Assistant oversees the daily office operations and administrative volunteer staff. Performs varied advanced secretarial and administrative work. Additional responsibilities include: maintaining the database, coordinating acknowledgement of donations, maintaining office equipment and systems, and working with vendors.

**Job Impact:** TIHAN's Administrative Assistant will ensure that the office runs smoothly, that administrative support volunteers are happy and engaged in projects to support TIHAN, and that issues are dealt with in a timely and professional manner. TIHAN's staff will be supported in carrying out their responsibilities, all required record-keeping is done accurately and timely, and TIHAN's volunteers, CarePartners, and donors are supported.

**Qualifications:**

- Minimum three years experience supervising a volunteer staff
- Substantial experience in office procedures, telephone etiquette and standard office equipment
- Strong computer skills, including experience with hardware, software and networks
- Microsoft Office proficiency, including fluency in Microsoft Access
- Detail-oriented and have the capacity to plan and follow-through with large projects
- Ability to handle multiple tasks and projects
- Excellent communication skills, both oral and written
- Ability to work with a wide diversity of people including CarePartners, volunteers, staff, clergy and the general public
- Sensitivity to HIV-related issues
- Ability to maintain strict confidentiality
- Knowledge of HIV and related issues
- Bilingual, preferred

**Duties and Responsibilities:**

- Trains and coordinates administrative volunteers
- Maintains organizational database and computer network
- Oversees office equipment and computer network needs and maintenance, including software and hardware
- Assists in the production of letters, newsletters, reports and other documents
- Maintains organization files
- Maintains a clean, comfortable, safe and efficient office environment
- Implements special projects as needed
- Other duties as required/assigned

<b>Reports to</b>	Executive Director
<b>Work Schedule</b>	Full time, 30 hours/week. Flexible schedule, some evenings and weekends required
<b>FLSA Status</b>	Non-Exempt

**To apply, submit resume and three references to [scott@tihan.org](mailto:scott@tihan.org)**