

Administrative Assistant Healthy Families Healthy Families Jacksonville

Program Description:

The Northeast Florida Healthy Start Coalition (NEFHSC) is a non-profit organization driven by its mission to reduce infant mortality and improve the health of children, childbearing women, and their families in Northeast Florida. Our philosophy is that every baby deserves the best possible start in life and should be raised by a healthy family in a caring, prosperous community. To accomplish this we offer programs to improve the health of women before, during and after pregnancy, and offer a host of programs to recruit, sustain, engage, educate, intervene and support mothers, fathers and families. In addition, we offer programs to targeted high risk families and communities.

An additional program offered through NEFHSC is our Healthy Families Jacksonville Program. This is a nationally accredited family support and coaching program that helps parents provide a safe and stable environment for their children by offering educational and support services in a client's home. We are looking for an Administrative Assistant to support the Program Manager, maintain our databases, performs general office duties such as document creation and report formatting, answering telephones, maintaining client records and handing correspondence.

RESPONSIBILITIES:

- Answer phones **promptly** and route the calls to proper employee; insure that all calls are handled professionally and courteously.
- Take and relay **accurate** messages
- Greet and direct guests
- Know staff names, titles, departments and extension numbers be familiar with our programs in order to give information and answer callers' general questions
- Learn everything about the operation of phone equipment, copier and fax machine; keep paper supply full, daily
- Assist with special events, meetings, and other projects as assigned
- Make copies for program as needed
- Make flyers and banners
- Inventory, maintain and order supplies
- Record minutes for interoffice staff meetings
- Maintain confidentiality regarding families
- Attends required training
- Other duties, responsibilities and/or activities may change or be assigned at any time with or without notice.

QUALIFICATIONS:

- AA Degree or higher
- Excellent verbal and written communication skills

- Must be flexible and able to handle multiple tasks
- Must be organized, detail oriented and accurate
- Proficient in Microsoft Office (Word, Excel, and Outlook)
- Must have a valid FL driver license
- Must have current FL auto insurance
- Must successfully pass a level II criminal background check and drug screening.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

- The person in this position will move about inside and outside the office and will operate a computer and other office machinery such as a fax machine and copy machine
- Requires lifting up to 25 lbs without assistance
- Requires frequent bending and reaching for files and office equipment
- Requires use of computer and sitting for up to 8 hours per day
- Requires use of personal vehicle to travel within the community
- Must successfully pass a level II criminal background check and drug screening.