



BLACK COALITION ON AIDS

JOB DESCRIPTION

JOB TITLE: PROGRAMS ASSISTANT

GENERAL SUMMARY

Under supervision from the Director of Wellness and Health Advocacy, the Programs Assistant manages and oversees the day-to-day administrative and logistical support activities of the Wellness and Health Advocacy Department. This individual acts as a primary point of contact for both internal and external constituencies; assists and represents the Director in communicating with constituents and handles multiple incoming issues and concerns related to relevant contracts or addressed to the department.

ESSENTIAL DUTIES:

- Provide administrative and logistical support related to programs and services of the department
- Provide professional administrative support to the Director of Wellness and Health Advocacy
- Answer calls, provide information, take messages, and represent the organization to callers.
- Develop and maintain database of program activities and client/participant demographics.
- Data entry, word processing, and budget monitoring.
- Develop and maintain meeting minutes, meeting notes and work binders/notebooks.
- Set up and maintain manual filing systems for programs / department
- Create and coordinate monthly sign-in sheets and support documentation related to tracking UOSs and NOCs
- Coordinate mailings, including copying, postage and preparation with staff.
- Generate correspondence as needed.
- Plan meetings – secure location, prepare materials, make needed arrangements, manage details.
- Coordinate conferences, workshops and training sessions.
- Performs additional and miscellaneous job-related duties as directed by the Director of Wellness and Health Advocacy or Executive Director in support of the mission, goals, and objectives of the agency.

PREFERRED QUALIFICATIONS:

- A minimum of 3-5 years of administrative support experience or community organizing experience; outreach and social marketing skills a plus; driver's license preferred.
- PC literate; knowledge of MS Office applications (Word, Excel, Outlook, desktop publishing, etc.); data entry and/or database management skills
- Excellent phone skills
- Experience working with a diverse staff and constituencies
- Strong verbal, written, and interpersonal skills
- Ability to work independently and show initiative and leadership; ability to multi-task and exercise good time management