

Health by Design

Administrative Assistant

Job Description and Posting



Organizational Background

Health by Design works at the intersection of the built environment and public health, collaborating across sectors and disciplines to ensure Indiana communities have neighborhoods, public spaces and transportation infrastructure that promote active living for all.

Health by Design envisions vibrant, thriving communities that help all people live active, healthier lives. This is achieved through advocating for policy change, building community capacity, convening diverse partners, educating on best-practices, facilitating dialogue, promoting smart design and providing technical assistance. Health by Design is committed to incorporating a health equity lens into its processes and practices and pursues policy, systems and environmental change strategies. Additional information can be found at www.healthbydesignonline.org.

Health by Design also provides organizational management services to the [Indiana Public Health Association](#), which works to strengthen public health across Indiana through partnerships, policies and professional development.

Position Description

The Administrative Assistant will be responsible for a wide range of administrative and support activities to ensure the efficient operation of Health by Design and the Indiana Public Health Association. This position will involve interaction with a wide variety of partners and stakeholders throughout the state of Indiana.

Some evening and weekend hours will be necessary. Limited travel may also be necessary.

This is a full-time position. Compensation will be approximately \$35,000-\$45,000 annually, depending on education and experience. The organization offers excellent benefits.

Education & Experience

Post-secondary education in business administration or non-profit management is preferred; a high school diploma is required. Applicants should have a minimum of three years of related professional experience.

Proficiency in the use of Microsoft Office programs and standard office equipment is required. Experience with accounting, communication and database platforms is preferred, as is web and social media content development and management.

The ideal administrative assistant will have strong personal competencies, skills and characteristics related but not limited to:

- Verbal and written communication
- Planning, organization and prioritization
- Reliability and credibility
- Flexibility and adaptability
- Self-starting and independence
- Relationship building and customer service
- Attention to detail and accuracy
- Confidentiality and ethical behavior

In addition, the ideal candidate will have experience working with diverse community partners; a deep understanding of the principles of equity, inclusiveness and power across multiple dimensions (such as race, ethnicity, ability, gender, sexual orientation, income and place); and life and/or professional experience working across those dimensions.

Position Duties

The Administrative Assistant will be responsible for tasks including, but not limited to:

Office Administration

- Providing administrative support to the executive director and other staff
- Planning, scheduling and organizing meetings and travel
- Managing incoming and outgoing communication by telephone, fax, mail and email
- Preparing meeting agendas and supporting materials
- Recording and distributing minutes of meetings
- Coordinating direct mailings
- Maintaining and archiving files
- Updating and maintaining databases
- Ensuring the availability and maintenance of office equipment and supplies
- Supporting board activities and meetings
- Working on special projects

Event Planning and Management

- Assisting in the development and planning of trainings, workshops, conferences and other events
- Coordinating event logistics and day-of activities
- Supporting event promotion
- Managing event financials, including revenue and expenses

Communication

- Writing general correspondence, memos and organizational documents
- Proofreading and editing organizational documents
- Responding to general information requests
- Developing communications messaging, presentations and collateral materials
- Managing websites, social media and other communications channels
- Serving as a liaison to partners and stakeholders

Financial Management

- Assisting with financial systems, including bookkeeping, payroll, banking, invoices, account payables and receivables and financial reports
- Supporting fund and revenue development activities

The Administrative Assistant will also:

- Support broader efforts including strategic plan implementation, committee and action team activities, events and advocacy
- Represent the organizations at partner meetings and events
- Monitor, track, evaluate and report activities and impact
- Be responsible for other duties, as assigned

Apply

Please send a resume and cover letter, detailing your relevant experience and salary expectations, to Kim Irwin (kirwin@hbdin.org), including 'Administrative Assistant Application' in the subject line. Questions may be directed to Kim, by email only.

Applications will be accepted until Friday, April 12, 2019, and then, if needed, on a rolling basis until the position is filled.