



JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

April 2024

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality in Allegheny County.

Overview:

This position is responsible for providing executive administrative support across two departments—including administrative support, calendar/scheduling and travel, executive correspondence and communications, meeting and event planning/management, team support and other special projects. The administrator provides excellent customer service to internal and external stakeholders, may be asked to attend meetings and other engagements on behalf of the organization, and maintains a high level of trust and confidentiality.

The ideal candidate is assertive, creative, energetic, and entrepreneurial, has a strong interest in maternal and child health and the mission of Healthy Start, has strong writing skills, has ability to manage and prioritize multiple projects and tight deadlines, is self-motivated, is proactive in problem solving, manages complex directives and pays close attention to detail.

Qualifications of Position:

Three to five years of professional experience that includes executive support, communications, and/or project management. Bachelor's degree in related discipline or equivalent combination of education and experience is required. Administrative and/or project management experience/skills required. Must be proficient in Microsoft Word, Excel and Outlook.

Other:

- COVID-19 vaccination
- Act 33/34 and FBI clearances are required
- Must possess a valid unrestricted Pennsylvania Driver's License
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver
- Must have reliable transportation to support families on a need basis

Skills and Knowledge Required:

- Mastery of professional communication, organizational and customer service skills
- Proficient in Microsoft Office, Canva
- Knowledge of meeting etiquette and professional demeanor
- Maintain an absolute commitment to protecting the confidentiality of employee and agency information handled on a daily basis
- Database management experience
- Excellent written and oral communication skills
- Project management experience with ability to work independently
- Working knowledge of maternal and child health and other organizations working specifically to serve Black mothers, babies, families, and birthing people

Supervisory Relationship:

This position reports directly to the Director of Home Visiting and Clinical Practice and the Director of the Hello Baby Program.

Physical Demands:

- Position is “hybrid” office/ community/ home. This is **not** a “remote” position.
- The work performed is 80% office work requiring sitting, typing and answering phones, with occasional light lifting, carrying, stooping, standing, bending, walking and filing.
- Intense mental, visual and aural attention is required as the work involves responding to requests, planning or performing work that is at times, can be fast-paced.
- The other 20% of the position is conducted in the field, including meeting and event attendance/support, organizational errands, etc. Candidate must possess the ability to work at locales outside of the office environment.
- Out of town and overnight travel may be required on occasion.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

The starting salary for this position is \$42,000-\$47,000 annually.

FSLA status – Exempt

Employee Signature

Date

Supervisor Signature

Date