



Department: Administration
Reports to: Director of Programs
Job Title: Administrative Program Assistant

Apply: Email cover letter and resume to admin@centerforhealthyfamilies.org

The Center for Healthy Families (“the Center”) is an innovative not-for-profit organization located in Columbus, Ohio for the purpose of engaging pregnant and parenting teens and their children in opportunities to acquire self-sufficiency capabilities of health and well-being, positive networks, education, and employment through a coordinated network of highly effective community services. For more information see www.centerforhealthyfamilies.org.

General Summary:

The Administrative Program Assistant to the Director of Programs is responsible for providing comprehensive support to the Director managing the organization’s program department. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Responsibilities:

- Provide sophisticated calendar management for Director. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth operations.
- Complete a broad variety of administrative tasks that facilitate the Directors ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Director, including those of a highly confidential or critical nature.
- Perform other clerical duties such as (but not limited to): filing, photocopies, dictation, collating, and faxing deliveries that are assigned.
- Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs as organization grows. Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization.
- Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the Director and staff, demonstrating leadership to maintain credibility, trust, and support with the Leadership Team. Complete projects by assigning work to appropriate staff, including the Leadership Team, on behalf of the Director.
- Other projects/duties as assigned for the overall benefit of the organization.
- Receive and disseminate deliveries and mail.
- Plan, coordinate and manage events.
- Provide hospitality to all guests and help to create a welcoming environment.

Requirements:

- Prefer executive support experience.
- Proficient with Microsoft Office Suite and Outlook.
- Professional appearance.
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Exceptional organizational skills and impeccable attention to detail.
- Familiarity with office equipment and applications.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners.
- Communicates clearly and concisely in both written and oral form.
- Ability to organize, multitask, prioritize, and work under pressure.
- Self-starter, with a desire to learn new tasks.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice.

Minimum Education, Training, and Experience

* High school graduate with at least 3 years of relevant experience and/or training.

Equal Employment Opportunity

The Center for Healthy Families' policy is to recruit, hire, and promote job applicants or employees without regard to race, religion, color, national origin, ancestry, sex, age, disability, genetic information, or any other class of persons protected by applicable law. Decisions on employment and promotion are based solely upon an individual's qualifications, with reference to the skills and abilities required of the position for which the individual is being considered.