Employment - Job Description

December 9, 2008

Administrative Assistant IV

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a part time (4 to 5 days a week) temporary Administrative Assistant IV (AA IV) for the Center for Health Leadership and Practice (CHLP), located in Oakland, CA.

Under the supervision of the Executive Director of CHLP the AA IV will provide general office management and administrative duties associated with the Center's work in leadership development. The ideal candidate must possess organizational, analytical, critical thinking, problem solving and computer skills to perform the duties listed below.

Duties & Responsibilities:

- Act as the main contact for the Center; respond to inquiries for information.
- Coordinate complex events and projects requiring the use of judgment, initiative, and problem solving.
- Oversee and coordinate conferences, meetings, training and special events including assisting with negotiating contracts and developing budgets. Secure speakers for conferences and meetings.
- Package reports for funders and prepare materials including binders for program participants.
- Prepare power point presentations.
- Edit and proof documents created by the program.
- Arrange travel for all staff including reserving air fare, keeping all related records, and arranging for permissions through the state protocols.
- Prepare written reports, correspondence, graphs, and promotional materials.
- Oversee the ordering and maintaining of office supplies.
- Prepare and monitor budgets.
- Perform records management responsibilities. Develop and maintain fiscal and contract records.
- Provide training support on-site during trainings. Some local travel may be required.
- Coordinate and assist with planning and production of webinars.
- Responsible for computer network backup systems and updates to program website.
- Perform other duties as required.

Qualifications:

- An AA degree required but a Bachelor's degree is preferred.
- Minimum 5 years administrative experience required.
- Ability and desire to learn new computer skills and programs.
- Excellent written and oral communication skills.
- Ability to maintain written records and filing systems.
- Ability to perform basic accounting functions.
- Excellent knowledge of computer software packages on PC platforms, including Microsoft Office. Excellent experience with excel and power point is required.
- Knowledge of public health and experience with training program development is preferred.

Compensation:

Hourly pay rate range is $20.00 to $22.00 DOE.

How to apply:

To apply for this position, click here APPLY HERE or go to PHI's Career Site at www.phi.jobs.

Only for applicants without access to the internet, PHI's mailing address for this position is listed below. Please send cover letter and resume by December 18, 2008 to:

Public Health Institute
555 - 12th Street, 10th Floor
Department #212, Oakland, CA 94607-4046
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