



## Office Assistant Job Description

**Job Title:** Office Assistant, Alliance of Coalitions for Healthy Communities

**Location:** 895 N. Opdyke Road, Suite D., Auburn Hills, MI 48326

**Position:** Part time. No benefits offered.

**Description:** The Office Assistant is a part time (30 hour/week) position reporting to the CEO in the implementation of the ACHC's daily administrative operations and record keeping by working with staff and volunteers to ensure all program requirements are met including:

- Working with CEO and staff, completing assignments to achieve ACHC goals including coalition requests.
- Handling clerical duties including general correspondence, requests for information, filing, ordering and distributing supplies, and mail/mailings; supporting coalitions, committees and the Board of Directors.
- Maintain ACHC record retention policies and procedures and office systems including updated records of ACHC assets; in-kind donations; record donor contact and preference information; record monthly activities; recognition and acknowledgement of supporters.
- Coordinate and attend the ACHC events/board meetings/staff meetings/networking meetings and update calendar of events (note taking, room scheduling, meeting organization and document distribution)
- Contributes to on-going communication vehicles such as e-newsletters, news releases, website updates, social media, etc.
- Managing/maintaining database for organizational donor history, in-kind contributions, all organization and coalition activities, community sectors, media contacts, program participants, and mailings.
- Light office cleaning.

### Qualifications:

**Education Requirements:** High School Diploma or GED. Some college preferred.

**Experience Requirements:** Minimum of two (2) years office management, technical or clerical support experience.

Must possess exceptional written and interpersonal skills; be detail-oriented and accurate; and possess the ability to be a solution-finder (take initiative) and team-player capable of and practiced in handling complex and multi-faceted tasks.

Proficient in Microsoft Office software suite (MS Word, Excel), Google & Constant Contact  
Ability to operate general office machinery and lift more than 30 pounds as needed.

This position is part time (30 hours/week) at \$16 - \$18/hr. No benefits. Some evening and weekend hours are required.

- Must have available means of transportation to and from ACHC and for required offsite meetings or site visits.
- Must be available for Board meetings and other required events which may occur outside of standard office hours.
- Work performed primarily in an office environment.

Interested and qualified individuals can send their resume and cover letter to:

Julie Brenner via email: [jbrenner@achcmi.org](mailto:jbrenner@achcmi.org) or mail to above address.

Resumes will be accepted through October 12, 2018. No phone calls, please.