



## Women Organized to Respond to Life-threatening Diseases

### JOB DESCRIPTION

Administrative Assistant

**FLSA Status:** Non Exempt

**Division:** WORLD  
**Department:** WORLD  
**Supervisor Title:** Operations Manager

**Prepared By:** David Marin, Director of Human Resources  
**Created/Last Revision Date:** August 11, 2021  
**Approved By:** Ingrid Floyd, Interim Executive Director

The Administrative Assistant is responsible for leading, implementing and integrating the Mission and Core Values of WORLD as well as AHF's Management Philosophy in the leadership of the programs within and outside WORLD and AIDS Healthcare Foundation.

### Essential Duties & Responsibilities

**Includes the following. Other duties may be assigned.**

- Oversees and performs front office duties as necessary, and recruits volunteers to perform front office duties including: screens incoming phone calls, refers calls to appropriate WORLD staff or other organizations, and greets, directs, and monitors visitors, volunteers, and clients who have appointments with Peer Advocates and Outreach and Linkage Specialists.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Maintains Executive Director calendar.
- Opens and distributes mail, maintains postage and supplies, coordinates courier services (Federal Express, UPS) and supplies and distributes faxes.
- Maintains and updates WORLD electronic organizational calendar, and appointment calendars for conference room and shared office spaces.
- Maintains order and tidiness of the front desk and adjoining area, as well as the conference room, living room, and children's area.
- Maintains and updates employee contact list.

- Places orders, receives and maintains office, conference rooms and kitchen supplies as needed and/or requested by management.
- Communicates facilities issues (bathroom, lights, and climate) with the building management or the maintenance department.
- Fills out paperwork from other agencies to keep an updated resource manual and distributes this information to staff and clients regularly.
- Recruits and manages volunteers to assist with projects throughout the year.
- Orders and maintains bulk inventory of WORLD organizational materials for distribution.
- Maintains an inventory of materials needs for community events including tablecloth, large posters, banners etc.
- Updates WORLD social media platforms regarding upcoming events and announcements.
- Posts affiliate information on social media.
- Assists with evaluation data entry as needed.

#### **Participation in Meetings/Committees**

Attends meetings as assigned and/or requested by supervisor.

#### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

High school degree or equivalent; first hand knowledge related to HIV/AIDS issues is a plus. Knowledge of harm reduction, healthy coping, and steps for networking with providers preferred.

#### **Computer/Software Skills & Abilities**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, Outlook, Power Point and Adobe Acrobat Reader.

#### **Language Skills**

Ability to effectively communicate with clients, medical professionals, paraprofessionals, and coworkers. Bilingual Spanish/English a plus.

**Other Skills & Abilities/Qualifications**

- Sensitivity to issues surrounding HIV and AIDS.
- Ability to work as a team player.
- Strong attention to detail.
- Excellent interpersonal skills.
- Able to work independently and follow established protocols.
- Ability to work with diverse populations.
- Sensitivity to multi-cultural and lifestyle issues.
- Strong organizational/prioritizing skills in a rapidly changing environment.
- Knowledge of harm reduction, health coping, and steps for networking with providers preferred.

**Certificates, Licenses and Registrations**

- Valid California Driver's License.
- Proof of liability insurance.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACTIVITY	AMOUNT OF TIME			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			*	
Walk		*		
Sit			*	
Use hands to finger, handle, or feel				*
Reach with hands and arms				*
Climb or balance	*			
Stoop, kneel, crouch or crawl		*		

LIFTING/CARRYING	AMOUNT OF TIME			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		*		
Up to 25 pounds		*		
Up to 50 pounds	*			
Up to 100 pounds	*			
More than 100 pounds	*			

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	AMOUNT OF TIME			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Fumes or airborne particles	*			
Toxic or caustic chemicals	*			
Outdoor weather conditions	*			
Risk of electrical shock	*			

**Employee's Acknowledgement**

I have read the job description and agree to its contents. I acknowledge that other duties may be requested of me that are not specifically stated here. I agree to perform these duties as directed by my immediate supervisor(s), and when called upon. I also agree to assist in the formulation of a revised job description should the need arise in the opinion of my supervisor(s) and/or the Director of Human Resources.

Employee Signature	Date
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