

Administrative Assistant Job Description

Salary: \$30,000 - \$35,000

Benefits: Health Insurance, Retirement Plan, three-weeks paid vacation

The Foundation for a Healthy Kentucky is a non-profit, philanthropic organization working to **address the unmet health care needs of Kentuckians.**

The Foundation makes grants, supports research, holds educational forums and convenes communities to engage and develop the capacity of the Commonwealth *to improve the health and quality of life of all Kentuckians.*

The Foundation for a Healthy Kentucky has an immediate opening for a full-time (40 hours per week) Administrative Assistant. The Foundation office is located at Hurtsbourne Parkway and Shelbyville Road, Louisville. The position will provide general administrative support for the Foundation's 4 person office. The Administrative Assistant will need to be a self-starter and work independently and whose responsibilities will include, but are not limited to:

- Serve as first point of contact – answering telephone and greeting guests
- Daily filing, copying, distributing mail
- Catalog and file resources materials
- Update/maintain contacts database (Microsoft Access)
- Typing and formatting documents including Power Point presentations
- Light bookkeeping – processing invoices
- Track and order office supplies, including office machines – copier and printer and toners
- Maintain office equipment – i.e. adding postage to the meter, copier maintenance
- Light errands: post office, bank, office supplies store
- Maintain and update website using a web-based content management system

Assist Program Staff with:

- Grants management – log and track grant applications, create reports, send acknowledgement letters, update grants management software
- Event Planning – Identifying and contracting with appropriate venues for Board of Directors and Committee meetings, trainings and an annual forum – includes booking overnight rooms, banquet and AV arrangements.
- Event support – managing invitation lists and registrations, preparing name badges, event materials and onsite support
- Distribute Foundation Announcements and eNewsletter using Constant Contact, or other approved software

Qualifications

- Associate degree, Bachelor's degree or equivalent work experience
- Prefer 3-5 years previous administrative experience

- Superior computer skills in Microsoft Office: Word, Excel, Access, Outlook, Power Point
- Superior customer service skills / telephone manner
- Good communication skills, both oral and written
- Ability to interact effectively within a team
- Strong attention to detail
- Must be organized
- Must be able to adjust to variable schedules and deadlines
- Valid driver's license and reliable transportation

This is an exempt position, eligible for health insurance and retirement plan. EOE

Email or Mail Resume To:

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