Administrative Assistant

Position Description:
This position is essential to the communication and fundraising efforts of Citizens’ Council for Health Freedom – a non-profit, health care policy organization. As a part of the CCHF team, you will provide database support and administrative assistance. You will also facilitate communication between staff, interact with our supporters and the general public, and maintain an orderly office environment. This is a part-time position with potential for full-time.

Major Areas of Responsibility
Major areas of responsibility are variable by the calendar year and may include assisting with any or all of the following:
- Managing CCHF's database, entry/editing as necessary
- Creating queries and reports from CCHF’s database
- General office assistance as needed, e.g. mail, filing, answering phones, meetings, cleaning etc.
- Document database and office procedures
- Calendar, website, and social media management
- Assisting with event organization or public meeting needs
- Collection and management of specific data for reports and projects
- According to skill level, reviewing and editing documents

Required Knowledge and Skills
- Data entry experience
- Excellent skills in verbal and written communication
- Experience with Microsoft Office (Word, Excel...)
- Broad knowledge and experience in computer skills, preferably in both Mac and PC environments
- Attention to detail and organizational abilities.
- Ability to learn new tasks or processes

Preferred Knowledge and Skills
- Experience in: event organization, administrative research, mailings and database management, preferably Raiser’s Edge
- General knowledge of website management
- Office Experience
- Design/Editing of public documents for print or digital publication
- General knowledge of government structure and legislative/policy processes.
**Work Environment**
All staff will be working in a shared office environment and will be expected to maintain an orderly and quiet workspace. Work may also take place at events and other venues. Although infrequent, it may also be expected that individuals will be requested to lift or move items up to 30 lbs and a moderate amount of walking. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

**Conclusion**
This job description is intended to provide a general understanding of the scope of the job and the general nature and level of work performed within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. Expectations of an individual may change as the nature of the organizational needs change.

**Confidentiality – Please Note:**
Administrative office support and materials are provided by CCHF. Confidentiality of CCHF information, including but not limited to oral and written communication, is required. All information (including but not limited to oral and written communications), documentation, records, materials, contact information and correspondence remain the sole property of CCHF and may not be disclosed to a third party without express authorization from CCHF.