



## **Office Administrative Assistant: PT (15-20 hrs / week)**

### **Position Description:**

As a part of the CCHF team, you will provide administrative assistance and database support, as well as manage emails and phone calls from constituents. This is a part-time position located in St. Paul, Minnesota.

CCHF is a non-partisan, free-market organization that promotes policy ideas consistent with the principles of limited government, individual liberty and free markets. Recognized as the leading free-market voice for patient-centered care and medical privacy rights, CCHF's primary area of focus is health care policy, with an emphasis on freedom, free-markets and the medical privacy rights that protect patient and doctor freedom.

### **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:

- Entering or editing data in CCHF's database
- Project work with CCHF's database (such as cleaning duplicate records)
- Making copies, putting together reports, mailings, or document folders
- Answering phones and forwarding messages
- Answering or forwarding email inquiries to CCHF's general email box
- Collection and management of specific data for reports and projects
- Assisting with event organization or public meeting needs
- General office assistance as needed, (mail, filing, meetings, light cleaning, etc.)

### **Required Knowledge and Skills**

- Excellent skills in verbal and written communication
- Experience with Microsoft Office (Word, Excel...)
- Broad knowledge and experience in computer skills
- Attention to detail and organizational abilities
- Ability to learn new tasks or processes

### **Preferred Knowledge and Skills**

- Data entry experience
- Experience in: event organization, administrative research, mailings and database management, preferably Raiser's Edge
- Experience working in a Mac environment

**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.

**To Apply:**

Please send a resume' and a brief cover letter to: [staffing@cchfreedom.org](mailto:staffing@cchfreedom.org).

**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.