



National Health Care for the Homeless Council

JOB DESCRIPTION

Position:	Administrative Assistant
Reports To:	Operations Manager
FTE:	1.0 FTE
Start Date:	ASAP
Location:	Nashville

Organizational Description:

The National Health Care for the Homeless Council (the Council) is the premier national organization working at the nexus of homelessness and health care. Since 1986, we have brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. Our 200+ Organizational Members include Health Care for the Homeless health centers, respite programs, and housing and social service organizations across the country.

Grounded in human rights and social justice the Council's mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. Additional information is available at www.nhchc.org.

Job Summary:

The Administrative Assistant provides clerical support for the Administration and Finance team. The position also performs duties for accounts receivable and accounts payable.

Job Responsibilities:

- Light receptionist duties, including but not limited to greeting visitors, receiving packages, and answering the telephone.
- Responsible for ensuring that the office is well stocked with supplies and purchasing other items as requested.
- Checks and distributes the mail daily.
- Prepares all deposit sheets for data entry including credit card transactions, checks, bank ACHs, and cash.

- Works with Advancement staff to ensure coding is correctly applied for all donations and sponsorships.
- Manages conference payments, refunds, and assists with registrations and conference logistics as needed.
- Prepares all recurring AP ensuring that invoices are paid timely and NHCHC processes are followed.
- Assists with maintenance and troubleshooting issues with staff for office equipment such as copier, postage machine, printers, etc. as available.
- Assists with maintenance requests. Contact and schedule approved vendor(s) for repairs.
- Arranges staff travel according to travel policies and procedures.
- Prepares monthly journal entries for postage and copier machine.
- Assists with making phone calls to vendors to resolve billing issues and for related questions.
- Provides backup support for the admin team which can include making copies, scanning, preparing packets, researching vendors, coordinating deliveries, etc.
- Assists with special projects as assigned.
- Assists with maintenance of Administration files and archives older items as instructed.
- Posts available NHCHC positions as needed across multiple platforms.
- Assists with logistical support for meetings as requested.
- Maintains and posts Admin forms to SharePoint and SamePage for staff access.
- Maintains the phone system, coordinates office key sign out, and sets up the alarm system for all new employees.

Skills:

- Intermediate knowledge of Microsoft Office Word, Excel, and Outlook necessary.
- Experience with a CRM similar to Neon or Salesforce preferred.
- Able to operate a variety of office equipment, including but not limited to the photocopier, fax, printers, postage meter, and personal computers.
- Excellent oral and written communication skills with the ability to work well with a variety of people.
- Strong organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail and follow through on issues in a timely manner.
- Flexibility, a willingness to assist in all Council projects, and a willingness to learn all Council processes and functions.
- Handles confidential information professionally and with complete discretion.

Education and Experience:

- College degree or equivalent work experience required.
- 1 + years of experience in accounts receivable and/or accounting preferred.

- 2+ years of administrative support work required.

Personal Characteristics:

- Be personally supportive of the Council's stated mission and values.
- A high degree of personal organization.
- Self-motivated and able to work with minimal supervision.
- Able to adapt to a changing work environment and manage a variety of different tasks.
- Commitment to a collaborative team approach to organizational tasks.
- Ability to think strategically about the process needed to accomplish projects and tasks.
- Willingness to take initiative, master new tasks, and step in wherever needed.
- Ability to stay calm and productive in an innovative, fast-paced environment with demonstrated ability to juggle multiple, competing priorities.

Benefits

Salary will be commensurate with experience. National Health Care for the Homeless Council offers a great benefits package including options for medical, dental, vision, PTO, and 401K.

How to Apply

Please send a cover letter detailing your interest, qualifications, and salary requirements with your resume to the following e-mail address: mharper@nhchc.org , Subject Line: Administrative Assistant Position.

Applications without cover letters will not be considered. Interviews will be granted according to the qualifications of the applicant.

The Council values diversity, equity, and inclusion in all aspects of employment.

The Council is an equal opportunity and affirmative action employer and provides opportunities to all applicants without regard to race, ethnicity, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.