



Mission Statement

“Provide preventive health care programs to the community through education, advocacy, physician referrals, research, and the building of leadership among Hispanics, so that they may lead healthier lifestyles.”

Job Description: Office and Administration Manager

The Office and Administration Manager is responsible for supporting agency administration and managing the day-to-day office responsibilities. This includes agency reception and clerical support, building care, vendor relationships, supply purchasing and mailings, and special project support.

KEY RESPONSIBILITIES:

Office management:

- Direct incoming phone calls and clients to appropriate area for service.
- Process and/or direct all incoming agency mail following agency procedures.
- Coordinate agency mailings and maintain mailing list.
- Follow building security protocol for visitors and guests.
- Schedule appointments for administration and programs as needed.
- Prepare agency calendars and memos on a regular basis for distribution to all staff.
- Update and maintain staff directory, and volunteer, sponsor, and other company-related contacts using Network for Good software.
- Organize and maintain cleanliness and order of the entryway area, supply room, staff lounge, conference room, and other common employee areas.
- Coordinate conference room scheduling and provide meeting assistance and technology support as needed.
- Maintain an inventory of office and program supplies and equipment.
- Implement, manage, and maintain record keeping, confidential personnel files, and purchasing for inventory control systems.
- Manage office equipment maintenance and service contracts.
- Manage technology and telecommunications systems. Work with IT vendor on accounts, products, and services.

Administrative support:

- Prepare, respond to, and file correspondence on behalf of NIHHC.
- Create and maintain an administrative filing system and provide general support to staff.
- Develop, maintain, and monitor written procedures for agency office personnel and operations.
- Provide administrative support to administration and program managers for special projects.
- Provide administrative support for agency grants management, volunteer management, and outreach and marketing efforts as needed.

- Utilize donor software programs for accurate and timely donor information and reports.
- Assist with Human Resources management: Support administration in the implementation of policies and procedures and in the onboarding of new employees.
- Coordinate with the Executive Director to manage board-related functions and reports.
- Assist with the coordination and maintenance of NIHHC's website and social media updates.
- Assist with the production and dissemination of NIHHC's newsletter and annual report.
- Assist with data entry as needed.
- Continually streamline processes and procedures to ensure administrative functions run smoothly.

Miscellaneous:

- Perform all other duties as assigned.
- Must be able to remain in a stationary position 50% of the time.
- Consistently operate computer and office equipment.

REQUIRED QUALIFICATIONS:

- Bilingual – Spanish speaking
- High School Diploma or equivalent
- Minimum of 2 years office management or administrative work experience
- Excellent interpersonal, telephone, and client service skills
- Proficiency in Microsoft Office products
- Excellent organizational skills
- Ability to multi-task and work collaboratively within a team as well as independently
- Excellent verbal and written communication skills
- Ability to maintain confidentiality in all areas of work

BENEFITS:

- Health, dental, and vision insurance.
- Ten paid holidays, two weeks of vacation, three personal days, and one sick day per month.

Interested individuals please submit cover letter and resume to Liliana Quintero, NIHHC's Executive Director, at lquintero@nihhc.com.