



Administrative Services Coordinator

A leader in the sexual health field, the National Coalition of STD Directors (NCSD) is expanding its staff and is seeking a full-time Administrative Assistant to join its dynamic team. In conjunction with the Director of Operations, this position will assist with managing and successfully implementing the day-to-day activities of NCSD.

NCSD is a partnership of public health professionals dedicated to promoting sexual health through the prevention of sexually transmitted diseases (STDs). NCSD provides dynamic leadership that strengthens STD Programs by advocating for effective policies, strategies, and sufficient resources by increasing awareness of the medical and social impacts of STDs.

General Job Description

This position reports to the Director of Operations and is responsible for providing administrative support to all staff. These duties include but are not limited to: maintenance of the Executive Director's calendar/schedule, create or modify documents and general clerical duties.

Responsibilities

- A. Assist the Executive Director and Director of Operations as needed.
- B. Manage the Executive Director's calendar - schedule and coordinate meetings, appointments and travel arrangements.
- C. Answer phone and route calls appropriately.
- D. Prepare and submit all new hire paperwork.
- E. Coordinate maintenance of office equipment including phones and copier.
- F. Record, compile, transcribe and distribute minutes of meetings.
- G. Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- H. Provide meeting planning support.
- I. Support staff in assigned project based work.
- J. Other duties as assigned.

Required Qualifications

- Bachelor's degree.
- Experience working in a sexual and reproductive health setting
- Demonstrated written and oral communication skills.
- Strong organizational and prioritization skills as well as attention to detail.
- Demonstrated ability to work independently and as a team.
- Proficiency in working with Microsoft Office software.
- Ability to take initiative and be proactive.
- Ability and willingness to work cooperatively with others.
- Ability and willingness to work some additional hours when necessary.



This is an entry-level position. Prospective applicants should be hard working, enthusiastic, and flexible individuals who are dedicated and reliable. Past experience working in a member-focused, non-profit organization is also a plus.

NCS D is an equal opportunity employer who offers a competitive salary and an excellent benefits package.

To apply, please submit the following:

- A cover letter that expresses your interest in working for NCS D
- A current resume
- A writing sample (1-2 pages)
- Three references

Applicants should email materials to:

Kelly Mayor

Director of Operations

kmayor@ncsddc.org

Position is open until filled. No phone calls please.