



## OFFICE ADMINISTRATOR

The All Alaska Pediatric Partnership (AAPP) is hiring an Office Administrator. Be a part of a unique, exciting and growing organization. The All Alaska Pediatric Partnership is a leader of collaborative, statewide efforts to improve health and wellness outcomes for children.

### ALL ALASKA PEDIATRIC PARTNERSHIP ORGANIZATION OVERVIEW

#### Core purpose:

Excellent Health for all Alaska's kids

#### Core approaches:

- Quality Improvement
- Convening & Connecting
- A2P2 is an avenue for best practices
- Systems Change
- Advocacy/public policy
- Education & Training

The All Alaska Pediatric Partnership is a catalyst for improvements in Alaska's systems and services for children and their families. We support and link healthcare, education and community-based services between government, health care, education and social services for children and families by leading and participating in collaborative opportunities, improving efficiencies within systems, advocating on behalf of children and families, expanding education and training opportunities for healthcare professionals and other service providers, supporting families & connecting them to resources and services, and enhancing communication around children's health and wellness.

### POSITION DETAILS & DESCRIPTION

**Reports to:** All Alaska Pediatric Partnership Executive Director

**Status:** Part-time (20 hours a week) with possibility of full time at a later point in time

**Location:** Anchorage (**Position will initially telecommute due to COVID-19 restrictions**)

**FLSA Classification:** non-exempt; hourly

**Compensation range:** \$18.75– \$20.20 per hour

The primary responsibility of the Office Administrator will be to provide administrative support to the Executive Director as well as supporting the administrative, programmatic and operational needs of the organization. Activities include standard administrative duties, as well as creating and maintaining systems for tracking and organization, performing various data entry tasks, assisting in creating outreach materials and presentations, logistical support of an annual pediatrics conference, and providing support to the Executive Director with the coordination and record-keeping of official activities of the Board of Directors. The office administrator will be working with individuals at all levels of the organization, including the Executive Director, the Board, the Help Me Grow Alaska Program, fellow team members and donors. In this capacity, the office administrator will perform a variety of administrative and minor programmatic and financial tasks requiring the exercise of independence, independent judgment and resourcefulness.



## RESPONSIBILITIES

### Primary Functions:

- Provide support for routine administrative tasks such as scheduling, travel coordination, processing mail, logging receipts and invoice tracking, check deposits, managing office inventory and ordering/purchasing of supplies
- Provide support with event coordination and logistics
- Troubleshoot administrative needs and help establish efficient processes within the organization
- Coordinate and maintain all required registrations, insurance policies and annual dues and memberships for the organization
- Schedule and staff board and committee meetings as necessary; take and disseminate minutes and information to board members as needed
- Maintain organization's contact listserv
- Provide logistical support for the development and coordination of annual reports and other organizational publications
- Manage donor database and donor acknowledgements
- Minor maintenance of organization's website, including the website calendar
- Other operational tasks as needed
- Carry out other duties and responsibilities as assigned

### Marginal Functions:

- Assist program staff in accessing needed information
- Complete other program tasks as needed
- Answer phones and greet people entering the office (minimal)
- Assure confidentiality of information related to clients, personnel and other information of confidential nature

## EDUCATION & EXPERIENCE

- Undergraduate degree in health care field, healthcare administration, public administration, communications/marketing or business preferred but not required.
- At least two - three years of experience in the nonprofit and/or business sectors preferred. Administrative or program support experience in other sectors will be considered as well.
- Proficient in the Microsoft Office Suite with the demonstrated ability to learn new software applications
- Experience working with websites, blogs, and social media
- Valid Alaska Driver's License and must have reliable transportation for errands

## SKILLS, KNOWLEDGE AND ABILITIES

- Demonstrated strong motivation and initiation skills
- Ability to work independently
- Strong communication and interpersonal skills, both written and verbal
- Strong organizational skills



- Ability to use computer programs and data systems to accomplish tasks, manage schedules, and organize multiple program components
- Knowledge of QuickBooks and basic design software preferred

## NOTES

Travel: This position does not require travel, however occasional travel in-state may occur.

Nature of Employment: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an equal-opportunity, at-will employer.

## HOW TO APPLY

Qualified applicants may send their cover letter and resume to [Tamar@a2p2.org](mailto:Tamar@a2p2.org). The position is open until filled, however cover letters and resumes will be reviewed every Monday on a weekly basis.