

## ADMINISTRATIVE ASSISTANT

### Salary

From \$19.85 an hour

### Location and Schedule

This position is located in Buda, TX (just south of Austin). Hybrid option to be discussed. Normal operating hours are M-F, 8:30AM-4:30PM (CST). NCFH, Inc. is largely a remote working environment apart from specific positions that require a hybrid schedule and commute to our home office.

### Benefits

The National Center for Farmworker Health (NCFH, Inc.) offers employees a strong benefits package that includes low health insurance premiums, paid vacation and holidays, tuition and professional development education reimbursement, employee assistance program, 401(k) matching and more!

### About NCFH, Inc.

The National Center for Farmworker Health (NCFH) is a private, not-for-profit corporation located in Buda, Texas dedicated to improving the health status of farmworker families. We provide information services, training and technical assistance, and a variety of products to community and migrant health centers nationwide, as well as organizations, universities, researchers, and individuals involved in farmworker health.

Our Mission: To improve the health and wellbeing of farmworker families.

Our Vision: All farmworker families *will access* quality healthcare.

We Value:

- *Integrity and Respect* - We demonstrate integrity and respect in our working relationships and communications to enhance organizational goals.
- *Trust* - We create an environment of trust to create a welcoming, safe space in which to work and grow.
- *Unity* - We are unified in what we say and how we say it, to build momentum and together achieve success.
- *Personal Commitment and Accountability* - We commit to taking personal accountability and ownership to foster healthy relationships.

NCFH, Inc. is committed to the health and safety of our staff. We are taking COVID-19 precautions during in-office visits and events by following social distancing practices, mask wearing & hand washing. NCFH, Inc. is a smoke-free and drug-free workplace.

**Department:** Operations

**Job Type:** Full-time

**FLSA Status:** Non-Exempt

**SHIFT:** Day

### Summary

This position is responsible for providing administrative support to NCFH Departments.

### Qualifications, Education and Licensing/Certification

*Required:*

- Job duties require a technical level of knowledge in office procedures and general business practices at the educational/experiential equivalent of an associate degree program in a business or related field.
- Practical work experience of at least two years is required.
- Good verbal and written communication skills, organizational skills, and ability to conceptualize information and problem solve, multi-task and work well independently are required.
- Position requires proficiency with MS Office software products.

Preferred:

- Experience working in a non-profit environment.

### **Essential Duties and Responsibilities**

- Delivers written and verbal communication with constituents and clients on behalf of NCFH Departments.
- Schedules meetings and appointments.
- Duplicates and assembles materials for outreach, training, data collection, etc.
- Reviews and edits materials for spelling and grammar as required.
- Ensures all files are well maintained, organized and accessible to all team members through shared folder.
- Documents and enters training and TA encounters via Salesforce.
- Works closely with the finance dept to process and monitor partner invoices and update invoice tracker to indicate when organizations are ready for payment.
- Processes and monitors purchases for the Dept (i.e., creating Requests for Payment (RFPs) and submission to the Finance team).
- Responsible for submitting contracts via Adobe for signature and arranging signed contracts in Box.
- Provides Meeting Support to team members to include meeting planning, coordination, and taking minutes.
- Provides assistance with travel logistics and travel reimbursements.
- Assists with drafting contracts for farmworker-serving organizations receiving subawards from NCFH.
- Assists with the recruiting, hiring, and payment of Data Collectors.

### **Other**

- Actively participates in NCFH teams (i.e., Team building, social media, etc.).
- Participates in special projects as needed.
- Any other duties as assigned.

### **Nature and Method of Work**

Work is administrative level, requiring knowledge of NCFH policies and procedures. Duties are generally performed independently, with priorities and work plans developed by the employee's supervisor and monitored periodically. Communication with individuals in response to requests is frequent. The impact of the employee's work on the overall performance of NCFH is generally limited to individual contacts, and most work is either self-corrected or checked by others.

### **Physical Ability and Work Environment**

The employee is regularly required to perform work duties at an onsite office and/or designated home workspace for extended periods of time. The employee must have the ability to use a computer and other office tools with sufficient speed and accuracy. The noise level is usually low to moderate.

### **Leadership and Supervision**

The employee receives general supervision from the Chief Operations Officer. The employee does not provide direct supervision to other staff.

Must be a U.S. citizen or have authorization to work in the United States. Must be at least 18 years of age.

All qualified applicants receive consideration for employment without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage, or any other protected classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons.

By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service and contributing to the success of the organization's mission, its clients, and its employees. Failure to reveal any prior employer or to give false or misleading information on any part of this application for employment can result in disqualification for employment consideration, or, if hired, may be grounds for termination from NCFH, Inc. You understand that if hired, employment is for no definite time and may be terminated at any time without prior notice. Applicants requiring accommodation to complete the application and/or interview process should contact a management representative.