

Job Announcement
Health Education Council
Office Coordinator – **Full Time/Part Time**

The mission of the Health Education Council (HEC) is to cultivate health and well-being in under-served communities by leveraging the power of collaboration. The Health Education Council is a non-profit agency focused primarily on eliminating preventable causes of death resulting from the use of tobacco, poor nutrition, and lack of physical activity. HEC operates over a dozen public health programs to meet the needs of diverse communities by increasing access to health-related knowledge and information (www.healtheducouncil.org). HEC works proactively and collaboratively to ensure individuals are empowered to live a healthy life.

Responsibilities:

The office Coordinator is responsible for administrative tasks such as filing, managing emails, answering phones, preparing presentations, daily office operations, and ensuring that office supplies are available. The Office Coordinator will work closely with coworkers to ensure that the office duties are completed.

Job responsibilities include but are not limited to:

- Professionally and courteously welcome visitors to the office and assist them as needed
- Perform various clerical tasks as needed (Order supplies, file papers, organize supplies, etc.)
- Professionally and courteously answer phones and route calls to appropriate staff
- Take and deliver phone messages
- Prepares quarterly staff newsletters
- Manage, sort, and dispense incoming mail
- Prepare outgoing mail and packages
- Maintain staff and company calendars
- Set appointments, meetings, and conference calls
- Reserve conference spaces for meetings
- Notify and remind all parties of upcoming events, lunches, meetings etc.
- Arrange air and hotel travel for staff and executives
- Suggest changes to office task workflow in order to improve efficiency
- Maintains an organized workspace at all times
- Maintains cleanliness of reception area and common area workspace
- Frequently check office supply stock; reorder supplies when needed
- Track orders and maintain vendor relationships
- Attend company meetings and take notes
- Train new employees on HEC's Office 365 platform
- Report any updates or pertinent issues that need addressing to the Director of Operations
- Uphold and carry out company office policies and procedures

Requirements:

- High School Diploma or GED
- 1+ years of experience working in an office setting
- Proficient in Office 365
- Demonstrated experience with social media
- Ability to trouble-shoot basic office equipment
- Ability to organize time efficiently; prioritize multiple tasks and adjust workload as needed
- Ability to demonstrate good judgement, initiative and resourcefulness
- Demonstrated skill in developing and maintaining interpersonal relationships, meeting and working with staff, volunteers, and the public
- Ability and willingness to travel and attend occasional evening/weekend events

Compensation

This is non-exempt position with the flexibility to be full time or part time. Salary will be determined commensurate with experience and education. After 60 days of continuous full-time employment, benefits including medical, dental, insurance are available. After 90 days, vacation, sick leave, major holidays and retirement plan are available. The Health Education Council is an equal opportunity employer.

Deadline for Receipt of Applications: **Until filled**

To apply, e-mail, fax or mail your resume, cover letter (please write "RE: Office Coordinator" on cover letter):

Health Education Council

ATTN: Philip Bensing

3950 Industrial Blvd. Suite 600

West Sacramento, CA 95691

Fax: 916-446-0427; Email: apply@healtheducouncil.org