

Job Description  
Health Education Council  
**Office Coordinator –Full-Time(40hrs/week)**



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The mission of the Health Education Council 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, unsafe neighborhoods, and lack of physical activity and operates dozens of public health programs to meet the needs of diverse communities by increasing access to health-related knowledge and information ([www.healtheducouncil.org](http://www.healtheducouncil.org)). We represent diverse staff, community partners and funders to better serve communities that otherwise do not have a voice for care, or access to healthy environments.

**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
- Professionally and courteously answer phones and route calls to appropriate staff
- Perform various clerical tasks as needed (Order supplies, file papers, organize supplies, etc.)
- Making purchases from multiple vendors for programs
- Help create and maintain hybrid work schedules for employees
- Take and deliver phone messages
- Handling and organizing paperwork for purchases
- Handle the intake of volunteers and interns
- Updating online networks with relevant stakeholder contact information
- Manage, sort, and dispense incoming mail
- Prepare outgoing mail and packages
- Maintain staff and company calendars
- Set appointments, meetings, and conference calls both in person and remotely
- Arrange air and hotel travel for staff and executives
- Suggest changes to office task workflow in order to improve efficiency
- Maintain an organized work space at all times
- Maintains cleanliness of reception area and common area workspace
- Maintain vendor relationships and ensure items are invoiced and paid on time
- 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
- Coordinate with IT on all office equipment
- Organize office operations and procedures

**Minimum Qualifications:**

- High School Diploma or GED
- Proficient in Office 365
- 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

**Preferred Qualifications:**

- Experience with zoom, pandadoc, and adobe

- Demonstrated experience with social media
- Interest in Human Relations/Management
- 1+ years of experience working in an office setting

**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.

**Receipt of Cover Letter and Resume E-mail resume, cover letter (please write “RE: Office Coordinator” on cover letter)**

**to: [apply@healtheducouncil.org](mailto:apply@healtheducouncil.org)**

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