



AFRICAN AMERICANS
REACH & TEACH
HEALTH MINISTRY
AARTH

Job Announcement: Office Administrator

Position Details:

Opening Date:	10/20/2022	Closing Date:	10/28/22
Program:	AARTH	Location:	Renton
Hours per week:	20 hours per week	Salary:	\$21.09 per hr
Employee Status:	Part-time	Benefits:	None
Interviews expected to begin on or about:	The week of Nov 1		

Job Description:

The Office Administrator reports directly to the Executive Director with general duties to be carried out as part of a team effort that includes working with staff to provide outreach and educational health related programs to BIPOC communities in partnership with other community-based organizations, philanthropic organizations, and governmental agencies.

Responsibilities and Duties:

- Establish and maintain general office procedures to support scheduling, use of common spaces and materials.
- Ensure all auditable paper and electronic documents are compiled, organized, filed, secured, and retained.
- Provide administrative support for the Executive Director related to contractual agreements, organizational deliverables, and correspondence.
- Support program staff with scheduling and coordination of vendors and consultants.
- Provide administrative support for program staff related to organizational deliverables and funder reimbursement requests.
- Maintain the Program Master Calendar.
- Provide general office management including support for phone, mail, and other communications, as well as general safety and organization of the office space.
- Work with the Executive Director and Accountant to maintain internal financial control systems.
- Other responsibilities, as needed.

Qualifications and Skills:

- Ability to communicate effectively with AARTH team, partners, clients, and community colleagues with tact, diplomacy, and confidentiality.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.

- Awareness of equity and social justice practices.
- Familiar with MS-365 applications (including Teams, SharePoint, PowerPoint, Excel, Word, OneNote, and Outlook), Adobe.com, Constant Contact and ZOOM.
- Fluent in English

Education & Experience:

- Bachelors-level degree or equivalent education. Experience may substitute for minimum requirement.
- A minimum of 3 years of office file organization and management in a regulated environment.
- A minimum of 3 years of administration experience and consumer services.

Other Requirements:

- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.
- Employees are required to adhere to Occupational Safety and Health Administration/Washington Industrial Safety and Health Administration (OSHA/WISHA) guidelines.
- Employees adhere to all internal safety and health guidelines.
- Must have own transportation, be willing to travel within King County, and on occasion, work evenings and/or weekends.
- AARTH is a smoke and drug free environment with a zero-tolerance policy.
- All employees are subject to Washington State Patrol Criminal History Background Checks and must complete a Criminal History Self-Disclosure Form.

To Apply:

- Send resume, letter of interest and three references to Hiring Consultant, Twanda Hill at: twandah@arth.org

About AARTH:

African American Reach & Teach Health Ministries (AARTH)'s MISSION is to increase the capacity of faith and health institutions to provide wellness and community care systems for people of African descent.

AARTH exists to address health disparities and inequities in healthcare services for people of African descent. We are a nonprofit organization that:

- creates and sustains partnerships to promote healthy outcomes,
- educates and empowers healthcare professionals, communities, and individuals to eliminate health disparities and achieve health equity.
- works to advance racial equity and social justice
- responds with efficiency and timeliness to health care crises that impact our communities