



# Missouri Family Health Council, Inc.

## ADMINISTRATIVE ASSISTANT

**Position:** Administrative Assistant  
**Status:** Full Time; non-exempt  
**Reports to:** Operations Manager  
**Salary Range:** \$30,000 - \$37,000, benefits eligible

Missouri Family Health Council, Inc. (MFHC), a private nonprofit organization, champions access for every individual to culturally sensitive, quality, sexual and reproductive health education and services. Our mission is achieved in two primary ways: through advocacy to break down systemic policy barriers that decrease health equity and impede access to services; and improving quality services through programming. MFHC is proud to support systems of care throughout the state, with particular emphasis on safety net providers, in delivering patient-centered reproductive healthcare to all those who seek services. Our programming is focused on removing cost barriers, specifically for the uninsured, and supporting health centers through quality training, analysis, and collaboration. For more information on MFHC, please visit [www.MFHC.org](http://www.MFHC.org).

### Position Summary:

Operational responsibilities of the position include performing administrative functions for the organization as needed. The Administrative Assistant reports to the Operations Manager.

### Responsibilities Include:

- Serves as the first point of contact for the organization – answers main phone line and directs calls to the proper staff member; greet and assist visitors.
- Assists staff with copying, filing, and creation/maintenance of organizational files and documents.
- Execute mail functions, including retrieving mail from the post office box, processing and distributing mail, and preparing and shipping outgoing mail as needed.
- Assist staff with MFHC events and meeting logistics, including setting up and cleaning up of onsite and offsite meetings, arranging catering, tracking RSVPs, etc.
- Assisting with travel logistics, including picking up and returning rental cars, and researching and making travel reservations.
- Ensures office equipment is operational; supplies and office resources are replenished as needed.
- Other duties as assigned.

**Qualifications include:**

- Passion for MFHC's mission of championing access for every individual to culturally sensitive, quality, sexual and reproductive health education and services.
- Minimum of Associate's Degree preferred. Minimum of three years related experience; nonprofit experience a plus. Experience in fast-paced organizations or settings a plus.
- Ability to multi-task and prioritize in a dynamic work environment.
- Must have strong attention to detail and excellent documentation skills.
- Must possess strong communication skills and be able to communicate through verbal and written form effectively.
- Experience with multi-line/VOIP phone system a plus.
- Proficiency with Microsoft Office Suite – Outlook, Word, Excel, etc.
- Ability to operate and troubleshoot standard office equipment; experience with audiovisual equipment and technology, including online meeting mediums, a plus.
- High degree of professionalism and office decorum; customer-service minded with the ability to develop rapport quickly internally and externally.
- Must be willing to work from Jefferson City, MO office; must have a valid driver's license.

**Application Requirements:**

If you are qualified and interested, **please email your cover letter and resume by September 6, 2019, to [rbeul@mfhc.org](mailto:rbeul@mfhc.org)**, or mail to: Operations Manager, Missouri Family Health Council, Inc., PO Box 104475, Jefferson City, MO, 65100-4475.

**MFHC will only consider candidates that submit both a resume and cover letter.**

No phone calls please. All resumes will be treated as confidential. EOE.