



WOMEN WITH A VISION

JOB DESCRIPTION:

TITLE: Administrative Assistant
REPORTS TO: Executive Director and Program Director
STATUS: Full-Time: Hourly

WHO WE ARE:

Women With A Vision, Inc. (WWAV) is a community-based, grassroots nonprofit organization founded in New Orleans in 1989 by a collective of African-American women in response to the spread of HIV/AIDS in communities of color. Today, WWAV is New Orleans' premier women's health and wellness policy organization. WWAV combines relentless advocacy, health education, supportive services, and community-based participatory research to challenge the social conditions and policies that impact our city's most marginalized women. Over the last 28 years, WWAV has become a safe space and a trusted resource for women of color, especially low-income African-American women and their families in New Orleans and throughout the Deep South. Our major areas of focus include Health Promotion, HIV Positive Women's Advocacy, Reproductive Justice, Domestic Violence Prevention, Sex Workers' Rights, LGBTQ Rights, Harm Reduction, and Drug Policy Reform.

POSITION SUMMARY:

Women With A Vision seeks a full-time administrative assistant to join our team! The position is responsible for the logistical operations of the WWAV office and serves as administrative and project support for all WWAV program activities. The position reports to the Executive Director and Program Director. Candidates should be able to work independently and have excellent listening skills and interpersonal skills. The selected candidate must demonstrate an interest in the mission and programs of WWAV.

PRIMARY DUTIES/RESPONSIBILITIES:

- Perform assorted office and administrative support tasks as needed, such as greeting visitors, answering the office phone, filing, database entry, making follow-up calls to clients, updating resource sheets, mass mailings, and coordinating office visitors.
- Help maintain and manage the executive director's personal calendar and the staff calendar.
- Research and respond to information requests from external contacts as needed.
- Assist in handling telephone calls and email requests for the executive director.
- Open, read, and prioritize incoming WWAV snail mail.
- Draft correspondences and memorandums.
- Sends thank you letters to donors.
- Oversee volunteer and intern management.
- Maintain office supply inventory, including making a list of needed supplies and ordering new supplies.
- Take notes and minutes at key program and staff meetings.
- Assist in drafting, editing, and disseminating written communication and correspondence.
- Check and record phone messages for WWAV staff.
- Assist in event planning as needed.
- Other responsibilities as assigned by leadership team.

QUALIFICATIONS:

1. Bachelor's degree or a minimum of three years of office administration and program support experience.

2. Ability to be resourceful, gather information, and problem solve; to be detail-oriented with excellent follow-through skills.
3. Strong computer experience and skills are required, including: MS Office Suite and Word processing; Excel, Access; internet searches; social media; mail merge; and data entry. Also excellent and proven competency in Mac environment and Google Docs.
4. Excellent written/verbal communication skills, time management skills, and organizational skills.
5. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly.
6. Ability to work under pressure with constant interruptions and changing deadlines.
7. Able to work well as a member of a team with various deadlines.
8. Highly motivated self-starter who can juggle multiple priorities, and with an ability to fulfill job requirements in a timely manner with minimal supervision.
9. Ability to work with diverse individuals and groups on complex community issues, including working with drug users, sex workers, formerly-incarcerated individuals, communities of color, low income communities, and LGBTQIA communities.
10. Knowledge of New Orleans social and health services is preferred; the Admin Assistant will help refer clients, and regularly update community contact and referral lists.
11. Valid Louisiana Driver's License, insurance, and ability to travel to perform required duties.

Location, Duration & Compensation

The position is based in New Orleans, LA. The Administrative Assistant is an entry-level full-time position compensated at \$15/hour.

To Apply:

Submit your cover letter and resume/CV to: wwavno@gmail.com. Please put "Administrative Assistant" in the subject line. The position is available immediately, and applications will be accepted until the position is filled. Please familiarize yourself with Women With a Vision, Inc. prior to applying by reviewing our website: www.wwav-no.org. Please no calls. Only those whose applications are being considered will be contacted.

Women With A Vision, Inc. is an equal opportunity employer. People of color, women, and LBGTQ people are strongly encouraged to apply.