

**HEALTH LITERACY ADMINISTRATIVE ASSISTANT
CITY OF VICKSBURG
JOB DESCRIPTION**

Job Title: Administrative Assistant
Department: Health Literacy Project
Reports to: Project Director
FLSA Status: Exempt
Approved by:
Approval date:

Job Summary

The City of Vicksburg (COV) is the recipient of a two (2) year grant awarded by the Department of Health and Human Services (DHHS) entitled “COVID-19 Health literacy, Accessibility, Management, Prevention, Intervention, Outcomes, and New Skills (CHAMPION) for Equitable Communities”. The Health Literacy Administrative Assistant will provide administrative work including assisting the Program Director to perform numerous important administrative duties in developing and carrying out administrative functions and assist with the planning and implementation of various outreach events. The work involves analyzing administrative problems, exercising a high degree of independent judgement in the establishment, interpretation, application, and enforcement of rules, regulations, policies, and procedures relating to the programs responsibilities.

Essential Duties

- Assist the Project Director in performing numerous important administrative duties in developing and carrying out administrative functions for the project.
- Responsible for administrative tasks and routine managerial/clerical assignments.
- Prepares outgoing mail and other correspondence, including e-mail and marketing materials.
- Orders office supplies and maintain equipment inventory for grant requirements.
- Coordinates Project Director’s schedule and makes appointments.
- Assist the Community Outreach Coordinator with scheduling training and travel arrangements for the Project and prepares necessary travel documentation.
- Work with the project accountant in tracking program expenses.
- Coordinates and arranges meetings, reserves and prepares facilities, records and transcribes minutes of meetings, and arranges and schedules conference calls.
- Maintain programmatic, budgetary, and data evaluation records.
- Assist with community outreach projects and events.
- Assist with marketing initiatives and create calendar of events, brochures, flyers, health literacy materials.
- Communicates with Subaward Recipients and community partners, per Project Director’s instruction, concerning scope of work, invoicing, and request made by funding agency.
- Assist with Advisory Board and partnership meetings, special initiatives and prepares Agenda and Meeting Summary for all meetings.
- Prepare/Process requisitions and purchase orders.

- Other duties as assigned by the Project Director.

Education/Experience

Must have at least an Associate's degree (A.A./A.S.) and 2 years of work related experience; or High school diploma or general education degree (G.E.D.) and at least 4 years of related experience and/or training.

Computer Skills

To perform this job successfully, an individual must have excellent working knowledge of Microsoft Office and its applications/programs.

Certificates, Licenses, Registrations

Must have and maintain a valid Mississippi Driver's License.

Other Qualifications

Overtime, flexible work schedule and on call work status is not a normal requirement of this position, but may be assigned if necessary.

Certificates, Licenses, Registration

Must have and maintain a valid Mississippi Driver's License.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.