AHEC Office Manager
Job Location: Harlem, New York
Position Type: Part Time – To Full- Time
Education Level: 4 Year Degree
Salary Range: 30,000 – 40,000

Summary:
Provide administrative, finance, and program support to the Manhattan-Staten Island Area Health Education Center (AHEC). The Manhattan-Staten Island AHEC is a non-profit organization committed to increasing diversity among health care providers serving medically underserved communities. Its primary objectives are to:

- Develop Relationships/Collaborations with community based organizations, health professions schools, and health care providers serving medically underserved communities to address health care disparities through workforce development.
- Provide youth and young adults with opportunities for exposure to the variety of health professions through internship placements, clinical/non-clinical rotations, and ongoing support.
- Enhance cultural competency of health profession students working in medically underserved

REQUIREMENTS

- Provide overall office management, to include: telephone coverage, incoming/outgoing mail, managing email lists, legislative contacts, partner contacts, photocopying, filing, etc.
- Accounts Payable/Receivable
- Check preparation
- Financial Audit Support
- Budget management
- Assist with preparation of quarterly reports and grant proposals
- Assess and maintain office needs for supplies
- Draft/Prepare email correspondence and other documents as needed
- Maintain ED, Board, meeting calendars
- Schedule internal/external meetings and events
- Order and set up meeting refreshments, when applicable
- Make Board/Exec. Director travel arrangements
- Take and distribute staff meeting minute
- Attend meetings as required
- Respond to student inquiries
- Schedule and Manage student interview schedules
- Coordinate logistics of events, orientations, and Closing Ceremonies
QUALIFICATIONS:

- BA/BS or equivalent required.
- Minimum of three (3) years related experience required.
- Minimum of two years recent AP/AR experience
- Demonstrated high level proficiency with computers including but not limited to Microsoft Word, Excel, Power Point, Google Drive
- Demonstrated ability to manage multiple projects
- Demonstrated organizational, communication, and interpersonal skills
- Familiarity with community health, youth service programs, student internship programs

Please send all Resumes and Cover letters to

Executive Director:
Mary Mitchell
Email: mmitchell@msiahec.org
Phone: 212-534-2432