



Position Title	Position ID	Sector
Executive Assistant	20-01-10001	Management
Reports to	Employment Type	Location
Executive VP & Chief of Staff; President & CEO	Full-Time	Brooklyn, NY (Sunset Park)

## About AMPHS

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Academy of Medical & Public Health Services (AMPHS) is a Brooklyn-based, nonprofit organization dedicated to eliminating barriers to accessing health care for immigrants and other underserved communities in NYC. To date, we have proudly served and connected more than 8,000 New Yorkers to healthcare systems. For more information, please visit [www.amphsonline.org](http://www.amphsonline.org).

## Position Description

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We are seeking a skilled Executive Assistant to join our growing team and perform a variety of administrative tasks. The ideal candidate will be an energetic self-starter capable of providing top-notch support to AMPHS executives. S/he will also have excellent client-facing communication skills and be able to professionally interact with our employees, volunteers, and Board of Directors. The demonstrated ability to provide the highest quality of work, attention to detail, accuracy, creativity, and neatness is a must.

Responsibilities include, but are not limited to, the following:

- Managing executive calendars including meeting requests and appointments for high-level donors, board members, leadership, and other internal meetings.
- Completing expense reports in a timely manner; tracking payment processing.
- Drafting, editing and distributing correspondence including sending donor updates, thank-you emails, and donation receipts. Sends payroll memos and reminders to staff.
- Assisting with basic data entry and recordkeeping for financial, office and IT task management, as well as grant reporting.
- Providing general recruitment and staffing support including, but not limited to, screening resumes, placing advertisements on job boards, and scheduling interviews.
- Attending relevant meetings and prepares minutes; tracks and follows up on pertinent action items.

## Minimum Qualifications:

- **Experience:** Minimum of two (2) years administrative experience working to support senior or executive level staff.
- **Education:** Minimum High School diploma; Bachelor's degree highly preferred.
- **Competent technology skills**, including proficiency with Microsoft Office (Word, Outlook, Excel, PowerPoint) and digital research. Typing approximately 60-80 WPM.
- **Language:** Bi-lingual language skills in Spanish and/or Chinese Mandarin highly preferred.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.



**Time Commitment:**

- This is a full-time position; Saturday availability required.
- This is a grant-funded position effective until June 30, 2020, with the opportunity for renewal thereafter.

**Compensation:**

- Annual Salary Range: \$39,000 - \$42,000, commensurate with experience.
- AMPHS offers a generous compensation package including health insurance stipends, professional development opportunities, and generous time-off policies. There are opportunities to learn from industry experts to help you advance in the field of public health, health and education policy, immigration and nonprofit administration.

**To Apply**

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Sounds like you? Send your resume and cover to [personnel.resources@amphsonline.org](mailto:personnel.resources@amphsonline.org) for immediate consideration. Applications will be reviewed on a rolling first-come, first-served basis.

**Equal Opportunity Employer**

AMPHS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.