



All Alaska Pediatric Partnership Office Administrator

A2P2 is hiring an Office Administrator. Be a part of an exciting team that is building a system where every Alaskan kid has what they need to grow and succeed.

Principal Responsibilities: This is a full-time, in-person position. The Office Administrator will provide direct administrative support to the leadership team (Executive Director/Directors/Managers) as well as administrative and operational needs of the organization. Activities include standard administrative duties, as well as creating and maintaining systems for tracking and organization, performing various data entry tasks, assisting in coordination of outreach materials and presentations, logistical coordination of events, and providing support to the Directors with the coordination and record-keeping of official activities of the Board of Directors. In this capacity, the office administrator will perform a variety of financial, administrative and minor programmatic tasks requiring the exercise of independence, organization and resourcefulness.

POSITION DETAILS

Reports to: Director of Operations and Development (DOD)

Supports: Executive Director, HMG-AK Program Director, Program Managers, Office Operations

Location: Anchorage

FLSA Classification: Non-Exempt; Full-Time

Compensation: \$23.00/hourly

Benefits: Competitive benefits program includes medical, dental, vision, HSA, paid PTO and holidays, 403B retirement plan and employee assistance program

RESPONSIBILITIES

Primary Functions:

- Provide support for routine administrative tasks such as scheduling, travel coordination, processing mail, logging receipts and invoice tracking, check deposits, managing office inventory and ordering/purchasing of supplies
- Provide support with event coordination and logistics
- Troubleshoot administrative needs and help establish efficient processes within the organization
- Coordinate and maintain all required registrations, insurance policies and annual dues and memberships for the organization
- Schedule and staff board and committee meetings as necessary; take and disseminate minutes and information to board members as needed
- Maintain organization's contact listserv
- Provide logistical support for the development and coordination of annual reports and other organizational publications
- Manage donor database and donor acknowledgements
- Minor maintenance of organization's website
- Other operational tasks as needed
- Carry out other duties and responsibilities as assigned



Marginal Functions:

- Assist program staff in accessing needed information
- Complete other program tasks as needed
- Answer phones and greet people entering the office (minimal)
- Assure confidentiality of information related to clients, personnel and other information of confidential nature

ORGANIZATIONAL STANDARDS

1. We are guided by our core purpose: Excellent health for all Alaska's kids and we do this by building a system where every Alaskan kid has what they need to grow and succeed.
2. Our purpose can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community “close to home.”
7. All client materials and information will be held as *strictly confidential* and will be appropriately secured.
8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

EDUCATION AND EXPERIENCE:

- Undergraduate degree preferred but not required.
- At least two - three years of experience in the nonprofit and/or business sectors preferred. Administrative or program support experience in other sectors will be considered as well.
- Proficient in the Microsoft Office Suite with the demonstrated ability to learn new software applications
- Experience working with websites, blogs, and social media
- Valid Alaska Driver's License and must have reliable transportation for errands

SKILLS, KNOWLEDGE AND ABILITIES

- Strong motivation and initiation skills and ability to work independently.
- Excellent communication and interpersonal skills, both written and verbal.
- Strong organizational skills.
- Analytical and problem-solving abilities, organization skills.
- Demonstrated personal and interpersonal qualities that support the mission and core values of the organization.
- Ability to use Microsoft Excel and Quickbooks.



ALL ALASKA
PEDIATRIC
PARTNERSHIP



Help Me Grow
Alaska

NOTES

Travel: This position does not require travel, however, occasional in state travel may occur.

Nature of Employment: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an at-will employer.

HOW TO APPLY

Qualified applicants may send their cover letter and resume to jcrandall@a2p2.com . The position is open until filled; however, cover letters and resumes will be reviewed on August 15, 2022.