

# SOUTHERN ARIZONA AIDS FOUNDATION

## PROGRAMS ASSISTANT JOB DESCRIPTION

**Scope of Work:** The Programs Assistant provides administrative support for the Director of Programs and works collaboratively with other managers in the Prevention and Care Services Departments. The Programs Assistant is a full-time (40 hours per week) non-exempt position. The position works flexible hours and must be able to work some evenings, weekends, and holidays.

### **Functional Responsibilities:**

- Performs confidential and administrative duties and assignments in support of the Director of Programs.
- Works closely with the management staff in the Prevention and Care Services Departments to provide support and coordination of meetings and on-going communication.
- Assists with programmatic activities as needed.
- Provides translation to Spanish-speaking clients on the phone and Front Office area when needed.
- Composes complex letters and memoranda from verbal direction or from knowledge of organization's policy and procedures.
- Arranges and coordinates appointments, meetings, events and travel itineraries, and maintains schedule and calendaring for the Director of Programs.
- Assists with organizing and planning administrative matters, including supporting Prevention Department with community education events.
- Coordinates ordering of program supplies and tracks inventory of prevention outreach/education supplies.
- Schedules, prepares for, and sets up meetings for the Director of Programs. Follows up on action items from meetings.
- Takes and transcribes minutes for departmental and management meetings and follows up on action items.
- Creates and maintains confidential records.
- Examines and notes correspondence and determines proper action.
- Receives, retrieves and sends fax, postal and electronic mail.
- Makes outgoing calls as needed to coordinate or schedule matters associated with the

administration of the departments.

- Attends department, agency, and other meetings as assigned.
- Performs other duties as assigned.
- Reports to the Director of Programs.

**Minimum Qualifications:**

- A high school diploma or equivalent.
- Two years of administrative assistant level experience or equivalent.
- Experience and proficiency with Windows, Word, Excel, and PowerPoint.
- Bilingual (English/Spanish).
- Excellent organizational, writing, composition, proofreading and grammatical skills.
- Effective interpersonal skills suitable for interacting with various departments, personnel and all levels of management. Able to communicate effectively using verbal and active listening communication skills.
- Must have the ability to be flexible, be a self-starter and be able to work under pressure to meet deadlines.
- Creative; capable of problem solving and working independently.
- Sensitivity to cultural and personal differences in age, ethnicity, and lifestyle.
- Understands concept of confidentiality.
- Have access to reliable vehicle, a valid Arizona Driver License and a record that would be supported by our insurance carrier.

**Preferred Qualifications:**

- A graduate of an accredited business college preferred.
- Experience and proficiency with Access.
- Experience developing and maintaining database and filing systems.

Compensation: Minimum salary \$16.00/hour; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, email to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org). Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Start Date: As soon as possible.