



Position Announcement **PHIMC Administrative Associate**

Public Health Institute of Metropolitan Chicago (PHIMC) seeks an Administrative Associate to provide support across the agency. The position will include program work such as meeting and event coordination, data tracking, partnership outreach, and board and other meetings logistics, and administrative work such as maintaining and supporting communications with stakeholders, monitoring databases, and managing supplies. Additionally, this position will support PHIMC's finance team to receive and route reimbursement vouchers from subcontractors. The Administrative Associate will report to the Executive Director.

This position is designed for an individual beginning a career in non-profit public health who wants to join a team working to successfully complete projects and grow the organization. The ideal candidate is willing to learn, asks questions, pays close attention to details, solves problems, is self-directed, manages multiple projects, and is comfortable working in a team. The successful candidate will likely grow their work over time.

Duties include, but are not limited to the following:

- Support executive team on all-agency projects
- Manage and maintain PHIMC organizational calendar
- Receive and log all subcontractor reimbursement vouchers
- Manage meeting logistics including taking notes, sending reminders, tracking attendance, ordering food, securing space, and similar duties
- Order and track office supplies
- Work with IT consultant to manage computers, copier, printer, and other office technology
- Monitor and maintain general email and phone accounts
- Provide administrative support for grant coordination and submissions

Preferred qualifications:

- Bachelor's Degree and some experience in public health or other related fields
- Excellent follow through on assignments
- Ability to see an issue and initiate a response
- Comfortable taking direction and seeking help when needed
- Flexibility and ability to manage multiple projects
- Ability to work independently
- Excellent oral and written communication skills
- Expertise in using Microsoft Office programs, especially Excel and Outlook

PHIMC is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability or veteran status. Please email a cover letter and resume outlining your unique qualifications addressed to "Hiring Committee" to jobs@phimc.org with "**Administrative Associate**" in the subject line. No phone inquiries will be accepted.