



GRACE HEALTHCARE SERVICES CORP (GHSC)

Administrative Assistant

Job Description

GHSC's Administrative Assistant (AA) is responsible for supporting the Executive Director with various administrative functions. The AA is a good oral and written communicator, proficient in IT and electronic communications including social media. The AA works as an independent contractor and reports to the Executive Director.

Support can include, but not be limited to, the following areas:

- Data gathering and input may include such things as unique patient numbers, patient encounter numbers, prescriptions dispensed, pharmacy unique patient numbers.
- Graphing data
- Helping to develop the annual report
- Helping to develop applications for funding/grants
- Helping to organize, coordinate outreach activities designed to involve the community in GHSC's activities like The Amazing Give.
- Maintenance and continued building of email distribution list and donor database.
- Communications with stakeholders: email, Facebook, other social media
- Communications & follow-up with prospective volunteers
- Helping to develop the volunteer handbook/personnel policies & procedures/orientation package/
- Helping to develop the board orientation package

Interested parties should email their resume by April 25 to Lorry Davis, Grace Healthcare Executive Director, lorry4@earthlink.net