

**WANTED:** A versatile **Office Administrator** at ACT!

### **WHY WORK AT AIDS CONNECTICUT?**

At AIDS Connecticut, we work with our member agencies to improve the lives of people impacted by HIV/AIDS, homelessness and substance use issues through care and supportive services, housing assistance, advocacy, trainings, and prevention. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

**WHAT WILL YOU DO AS OFFICE ADMINISTRATOR?** You will do a lot!

#### **General Office Support**

- Provide level 1 IT and office equipment support and gateway access to IT provider
- Be a resource for office equipment features and train staff as needed
- Maintain various databases of information (office equipment assignments, insurance elections, etc.)
- Manage activities and schedule of Office Assistant and administrative volunteers
- Manage office equipment such as copier, shred bin, postage meter, media equipment and coordinate equipment repair as needed
- Responsible for knowledge of phone system functionality and training staff as needed
- Maintain agency conference room calendars, phone list and contact sheets
- Catalogue and coordinate onsite & offsite storage for agency's files
- Serve as a member of "The Voice," an ACT committee that creates a positive, diverse, and affirming work environment for all staff members
- Provide coverage for Office Assistant

But wait, there's more!

#### **HR Administration Assistance**

- Assist with new hire preparations and orientation as well as employee exit tasks; manage and coordinate distribution and return of office keys
- Act as first point of contact for employee benefits, including answering staff questions, coordinating with vendors, and processing paperwork
- Assist with personnel files and annual updates of relevant information
- Serve as a member of the Safety Committee

#### **YOU MAY BE A GOOD FIT IF YOU:**

- Believe in our mission and core values
- Are excited by the job duties
- Are comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Have a non-judgmental attitude when working with people of diverse backgrounds and viewpoints

- Have strong computer skills, including proficiency in the Microsoft Office Suite, and the ability to type 50 words per minute (skill will be tested at interview)
- Have the physical ability to lift and move up to 35 lbs
- Demonstrated technology-related experience (e.g., maintaining phone systems, basic computer support skills, troubleshooting skills)
- Demonstrated understanding of office operations and principles of sound administrative procedures and practices
- Demonstrated advanced organizational and time management skills with a strong attention to detail
- Demonstrated ability to anticipate needs, solve problems and be flexible and resourceful
- Able to work collaboratively and take a cross-organizational approach to work
- Proven ability to handle a high volume of diverse work tasks

**WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:**

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous paid time off
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 50% up to 3% of pay
- Free off-street parking
- This is a non-exempt position with a pay rate of \$18.00 per hour for 35 hrs/week.

**SOUND LIKE A GOOD FIT?**

If so, please send your thoughtful cover letter, resume, and pay requirements to [apply@aids-ct.org](mailto:apply@aids-ct.org) with "Office Administrator" in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

*AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.*