



CLINICAL • DIRECTORS • NETWORK

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POSITION TITLE: Operations Assistant
LOCATION: New York City
SCHEDULE: At least 21 hours/week
STATUS OF POSITION: Available Immediately

Position Description

The Operations Assistant helps coordinate office operations to ensure the existence of a fully functioning system within which employees can optimally perform their duties. The Operations Assistant's primary responsibilities lie in assisting the Operations Manager to maintain the efficient operation of the office, particularly in the following areas: internal and external communications, reception, maintenance and use of equipment, organization of files, development of and adherence to administrative policies and procedures, and inventory control. The Operations Assistant will also provide administrative support for grant development, including drafting letters of support for partners, and preparing budget justifications and other related materials for grant submission.

Duties and Responsibilities

Office Management: Assist the Operations Manager in developing and managing administrative systems that ensure functional and efficient office operations; ensure the day to day availability of office equipment and supplies. Work closely with vendors to ensure a fully functioning office. Oversee the flow of administrative information and streamline the process of creating, maintaining and storing electronic and paper records.

Qualifications

Currently enrolled in a BA or BS program (in public health, business, public administration or related field). Experience working in non-profit sector and community based organizations a plus. Proven leadership ability, superior conceptual and analytical skills; the ability to swiftly assess complex situations and project realistic results, Excellent PC skills (Word, Excel, Powerpoint, Access).

Please send Resume and Cover Letter to:

Dena Moftah
Senior Manager for Business Development and Operations
Clinical Directors Network, Inc.