

## Clinical Directors Network, Inc. (CDN) Business Operations Assistant Job Description

<b>POSITION TITLE</b>	<b>Business Operations Assistant</b>
<b>LOCATION</b>	<b>New York City</b>
<b>SCHEDULE</b>	<b>Full Time - 35 hours/week</b>
<b>STATUS OF POSITION</b>	<b>Available Immediately</b>

### **POSITION DESCRIPTION**

The Business 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 Senior Manager of Business Development and Operations 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 and project development, including assisting with grant development, preparing budget and contract materials, communicating with partners and other related materials for grant submission.

### **DUTIES AND RESPONSIBILITIES**

Grant/Project Development: Assist with the preparation of grant submissions and materials as well as project materials. This includes the budgets, budget justifications, proposals and other necessary materials.

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. Assist the President/CEO with various tasks including monitoring the phones, scheduling, voicemail, drafting and updating documents for grants, publications and lectures, preparing bibliography, and preparing weekly updates.

### **QUALIFICATIONS**

- BA or BS required
- Proven organizational ability
- Excellent PC skills (Word, Excel, Powerpoint)
- Communication skills
- Superior conceptual and analytical skills
- The ability to swiftly assess complex situations and efficiently produce results
- Experience working in non-profit sector and community based organizations a plus

### **APPLICATION INSTRUCTIONS:**

Please email resume, cover letter and salary history to:  
**Dena Moftah**  
**Senior Manager for Business Development and Operations**  
**Clinical Directors Network, Inc. (CDN)**  
**operations@CDNetwork.org (cc CDNResearch2@CDNetwork.org)**