

Administrative Assistant Full Time with Benefits

Summary

The Child Health and Development Institute of Connecticut (CHDI) is seeking a full-time Administrative Assistant. The Assistant will support staff working on a range of initiatives to ensure that children in Connecticut will have access to and make use of a comprehensive, effective, community-based health and mental health care system.

Required Education and Skills

- High school diploma and postsecondary education or training in business, computers, office and data management or related field.
- Must be extremely organized, detail-oriented, efficient, and a strong team player.
- Excellent interpersonal, communication, writing, and time management skills; and
- Ability to work independently.

Responsibilities will likely include:

- Coordinate and schedule Microsoft 365 Outlook calendar events, meetings, conferences, and travel arrangements.
- Review Executive and Senior Management staff calendars on a weekly basis.
- Use Microsoft Office 365 (i.e., Word, Excel, and Power Point etc.), Constant Contact, Adobe Acrobat, Zoom and web-based data systems to prepare reports, documents and spreadsheets, and data entry management.
- Assist project teams in logistics for in-person and virtual events, including room bookings, set-ups and ordering food and supplies.
- Support project training and meetings, including taking minutes, assembling materials, assisting in registration/setup/clean up, and hosting virtual/web-based meetings.
- Purchase, track, and manage the distribution of office equipment/supplies/inventory and gift cards to partner organizations.
- Track and process budgetary expenses, invoices, and approvals, process and deposit incoming checks.
- Reconcile credit card statements for monthly purchases.
- Assist with hiring and applicant tracking system, input job specific details and schedule interviews.
- Assist in organizing forums, office events, and other related CHDI committees.
- Maintain effective and strong communication with CHDI staff and partner organizations.
- Sort and deliver incoming packages and mail items.
- Greet and accommodate in-person guests.
- Provide other administrative support and data support to staff as needed.

Experience

- 3+ years experience in a professional, office setting.



- **Required:** Microsoft applications (Outlook, Word, Excel, PowerPoint), virtual web-based applications and systems (Zoom, Teams), Adobe Acrobat, Constant Contact, and Google Docs.
- **Preferred (but not required):** Online survey programs (e.g., Alchemer) and/or online business software programs (e.g., Canva, Trello, Slack).

Compensation

This is a full-time position for 40 hours per week (part-time options available). The compensation range for this position is \$50,000 - \$55,000. Compensation will be determined based on the qualifications of the candidate and includes a generous benefits package including a 403b retirement plan with company contribution of up to 10%; CHDI pays 85% of medical/dental insurance premiums including dependents; 9 paid holidays, up to 22 paid time off days, additional paid sick time off, and more.

About Us

The Child Health and Development Institute (CHDI) is an independent, non-profit organization located in Farmington, CT. CHDI is dedicated to improving the behavioral health and well-being of children in Connecticut and beyond by providing policymakers, providers, educators, and partners with a bridge to better and more equitable systems, practices, and policies. Our core initiative areas include system development and integration, evidence-based and best practice treatment dissemination, comprehensive school mental health, and data analysis & quality improvement. Primary strategic work activities include project coordination and management, data analysis, evaluation, quality improvement, research, consultation, training, technical assistance, and policy/system advocacy.

CHDI's core values of anti-racism, respect, accountability, collaboration, and equitable action have been intentionally and collaboratively designed to reflect the culture we strive to embody and the ways that we approach our work. We aspire to uphold these values to function as change agents who transform our organization, as well as the systems, practices, and policies that promote and support the behavioral health and well-being of children.

CHDI is an equal opportunity employer and acknowledges this in its solicitations or advertisements for employees. It is our policy to provide equal opportunity to qualified individuals, at all levels of employment, regardless of race, color, religious creed, age, sex, gender identity or expression, marital or civil union status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, military service, veteran status, pregnancy, genetic information, or sexual orientation. This commitment to equal opportunity applies to decisions related to all aspects of employment, including recruiting, hiring, training, selection, promotion, development, compensation, and the terms, privileges, and conditions of employment.

In 2022, 2023, 2024, and 2025, CHDI was named to the list of Best Places to Work by the Hartford Business Journal. We are currently operating in a flexible, hybrid work environment



with the expectation that employees work from our Farmington, CT office one day per week. Therefore, candidates should reside within commutable distance of Farmington.

How to Apply

To apply, please use the application link:

<https://childhealthanddevelopmentinstituteofconnecticut.applytojob.com/apply/vSB4guExGf/Administrative-Assistant>

Please include these required materials: (1) a detailed letter of interest describing qualifications, experience, and interest in the project described; (2) resume. **Applications will be reviewed on a rolling basis until the position is filled.** The position is contingent upon continued funding.

Terms and Conditions of Employment

CHDI requires applicants to have current legal authorization to work in the United States, and the organization does not sponsor applicants for work visas. This position is located in Connecticut and is open to candidates authorized to work in the United States and residing in Connecticut.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.