**Administrative Assistant**

**Part Time (20 hours/week)**

**Summary**

The Child Health and Development Institute of Connecticut (CHDI), an independent non-profit organization, seeks a part 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:**

The job responsibilities of the Administrative Assistant will include:

* Coordinate and schedule Microsoft Outlook calendar events, meetings, conferences, and travel arrangements;
* Maintain effective and strong communication with CHDI staff and partner organizations;
* Support project trainings and meetings, including taking minutes, assembling materials, assisting in registration/setup/clean up, completing CEU applications and reports, 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;
* Use Microsoft Office software and web-based data systems to prepare and maintain reports, data entry and management, and spreadsheets;
* Manage general office work, including front desk, faxes, mail, and courier parcels; and
* Provide administrative project 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, Cisco Webex), 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., Trello, Slack).

**Compensation**

This is a part time position for 20 hours per week. Depending on project funding and performance, there may be opportunities to increase weekly hours in the future. The compensation range for this position is $22,000 - $25,000 (Full time equivalent of $44,000-$50,000). Compensation will be determined based on the qualifications of the candidate.

**Organization**

CHDI is an independent, non-profit organization working in partnership with state and regional agencies, hospitals, universities, and other organizations, we combine direct funding with research, policy analysis, advocacy, and technical assistance.

The mission of the Institute is to improve the quality of care for all children, emphasizing family-centered, comprehensive care that encompasses both physical and behavioral health. Collaborating with the Connecticut Children’s Medical Center, the University of Connecticut, and Yale University, we strive to advance sustainable improvements in primary and preventive health and mental health care practices and policy for all the state's children, with a particular focus on disadvantaged or underserved children and families. CHDI develops trains, disseminates, evaluates, and expands effective models of practice in children’s health, mental health, child welfare, juvenile justice, education, and other settings.

**Applications**

Only applicants meeting the qualifications described will be considered. To apply, email (1) a current CV and (2) cover letter with qualifications, specifically addressing your experience related to the job requirements and responsibilities above, to Lori Schon at [**schon@uchc.edu**](mailto:schon@uchc.edu). Position is available, and will remain open until filled, and is contingent upon available funding.

The Child Health and Development Institute of Connecticut, Inc. (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.

**The Child Health & Development Institute of CT, Inc. requires applicants to have current legal authorization to work in the United States and the company does not sponsor applicants for work visas.**