



9000 Soquel Ave. Suite 103
Santa Cruz, CA 95062
(800) 624-8304
www.hpcn.org

Administrative Assistant – Full Time

Health Projects Center (www.hpcn.org) is recruiting a full time Administrative Assistant to provide support to Health Projects Center's programs. Health Projects Center is a non-profit health organization serving people in need on the Central Coast of California. The position will be based out of our Santa Cruz Office. We pride ourselves on featuring an innovative, friendly, and flexible work environment.

Duties:

- Mail packages and certified mail
- Mailing items for our social workers working in different Programs
- Maintain *Constant Contact*
- Maintain storage unit
- Order office supplies
- Phone triage
- Print Stamps
- Provide marketing and social media support to our Communications and Development Manager
- Provide outreach support
- Provide support to our Finance team
- Provides support to our Intake Coordinator
- Scan faxes and emails to our nurses and social workers
- Send out thank you letters to donors
- Update mailing lists
- Utilize Blackbaud

Qualifications:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite.
- Enjoys working with people and technology and openness to learning new technological platforms.
- Prior social media experience a plus.
- Prior marketing experience a plus.

Compensation

Starting salary is \$21.50-\$24.00 per hour depending upon skills and experience. COVID-19 vaccination is required for employment. We pride ourselves in maintaining a flexible and friendly work environment. We provide comprehensive benefits including: paid vacation (3 weeks to start); paid sick leave; company paid medical, dental, life and vision insurance; travel reimbursement; educational allowance; and pre-tax retirement plan with 5% of salary contributed by employer.

To Apply: Please email cover letter and resume to: info@hpcn.org. Put Administrative Assistant in the header.