



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:

- Maintain staff rosters, org chart and phone list
- Keep files up to date
- Provide Event coordinating support
- Maintain *Constant Contact*
- Order office supplies
- Phone triage
- Provide marketing and development support
- Provide outreach support
- Provide program referral support
- Assist the Human Resources team
- Provide support to our Finance team
- Provides support to our Intake Coordinator and Program Associates
- Send out thank you letters to donors

Qualifications:

- At least 1 year of administrative experience, or relevant experience
- Bachelor's degree Preferred
- 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 marketing experience a plus.

Compensation

Starting salary is \$21.50-\$24.00 per hour depending upon skills and experience.

Other Details:

COVID-19 vaccination is required for employment. We pride ourselves in maintaining a flexible and friendly work environment. We provide comprehensive benefits including: 15 days paid vacation to start; 80 hours paid sick leave; company paid medical, dental, chiropractic/acupuncture, life and vision insurance; travel reimbursement; fitness and educational allowance; and pre-tax retirement plan with 6% of salary contributed by employer.

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