

SOUTHERN ARIZONA AIDS FOUNDATION

PROGRAMS ASSISTANT JOB DESCRIPTION

Scope of Work: The Programs Assistant provides administrative support for the three Program Directors at SAAF and works collaboratively with other managers in the Care, Prevention, and LGBTQ Services Departments. The Programs Assistant is a full-time (40 hours per week) non-exempt position. The position works flexible hours and must be able to work some evenings, weekends, and holidays.

Functional Responsibilities:

- Performs confidential and administrative duties and assignments in support of the Director of HIV Care & Housing Services, Director of Clinical & Prevention Services, and Director of LGBTQ Programs & Community Outreach.
- Works closely with the management staff in the program departments to provide support and coordination of meetings and on-going communication.
- Assists with programmatic activities as needed.
- Provides translation to Spanish-speaking clients on the phone and front office area when needed.
- Composes complex letters and memoranda from verbal direction or from knowledge of organization's policy and procedures.
- Arranges and coordinates appointments, meetings, events, and travel itineraries, and maintains schedule and calendaring for the Directors.
- Assists with organizing and planning administrative matters, including supporting community education events.
- Coordinates ordering of program supplies and tracks inventory of outreach/education supplies.
- Schedules, prepares for, and sets up meetings for the Directors.
- Takes minutes for departmental and management meetings and follows up on action items as needed.
- Creates and maintains confidential records including client files.
- Monitor emails when Directors are out of the office.
- Makes outgoing calls as needed to coordinate or schedule matters associated with the administration of the departments.
- Attends department, agency, and other meetings as assigned.
- Performs other duties as assigned.
- Reports to the Director of HIV Care & Housing Services.

Minimum Qualifications:

- A high school diploma or equivalent.
- Two years of administrative assistant level experience or equivalent.
- Experience and proficiency with Microsoft Office products.
- Bilingual (English/Spanish).
- Excellent organizational, writing, composition, proofreading and grammatical skills.
- Effective interpersonal skills suitable for interacting with various departments, personnel, and

all levels of management. Able to communicate effectively using verbal and active listening communication skills.

- Must have the ability to be flexible, be a self-starter and be able to work under pressure to meet deadlines.
- Creative; capable of problem solving and working independently.
- Sensitivity to cultural and personal differences in age, ethnicity, and lifestyle.
- Understands concept of confidentiality.
- Have access to reliable vehicle, a valid Arizona Driver License and a record that would be supported by our insurance carrier.

Preferred Qualifications:

- A graduate of an accredited business college preferred.
- Experience developing and maintaining database and filing systems.

Compensation: Compensation \$16.00 - \$19.00 an hour, DOE; benefits include health, dental, and life insurance; 401(k) with matching, long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, or email to hr@saaf.org, or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Start Date: As soon as possible.