

SOUTHERN ARIZONA AIDS FOUNDATION
PROGRAMS ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Scope of Work: The Programs Administrative Assistant provides administrative support for the Director and two Associate Directors for HIV and LGBTQ+ Services at SAAF. In this position must work collaboratively with other managers in the Care, Prevention, and LGBTQ+ Services Departments. The Programs Administrative Assistant is a full-time (40 hours per week) non-exempt position. This position generally works Monday through Friday from 8 AM to 5 PM with occasional weekend and holiday hours required.

Functional Responsibilities:

- Performs confidential and administrative duties and assignments in support of the Directors of HIV and LGBTQ+ Services.
- 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.
- 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.

Minimum Qualifications:

- A high school diploma or equivalent.
- Two years of administrative assistant level experience or equivalent.
- Experience and proficiency with Microsoft Office products.
- 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.
- Demonstrate sensitivity to cultural and personal differences in age, ethnicity, abilities, and identities.
- Understands concept of confidentiality.
- Proof of COVID-19 vaccination, with the possibility of applicable and approved exemption accommodation request.
- 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.
- 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 and resume with dates of employment to the Director of People and Culture, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, or email to hr@saaf.org, or visit www.saaf.org.

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.