

### **Administrative Assistant**

WELLthy Communities Inc. (WELLthy Communities) is a philanthropic, social enterprise committed to promoting wealth in marginalized, minority communities by fostering and driving initiatives to support access and improvement of education, health, and human service in Maryland and Washington, DC. As a mobile resource hub, WELLthy Communities cultivates an environment that promotes comprehensive wellness through the facilitation of onsite events; offering screening services, resources, and workshops tailored to the needs of our client community. Our role is to facilitate from start to finish by setting up and coordinating the event with our network of subject experts, professionals, and providers.

The Administrative Assistant will be responsible for performing a variety of administrative duties and the position requires general knowledge of basic administrative processes. The Administrative Assistant must have a computer, telephone and internet access. This individual is able to make one's own schedule and will also receive extensive training and support from leading professionals in health, human service, and education.

### **Responsibilities**

- Support day-to-day efforts and follow up for leadership
- Coordinate organizational meetings and maintain schedules
- Draft, proofread, edit and coordinate email correspondence
- Perform programmatic research and retrieve information from databases and other resources
- Assist in planning, scheduling, organizing, and execution of meetings, events, conferences, and off-sites
- Participate in meetings and events - may serve as recorder (nights and weekends may be required)
- Develop and design document templates
- Other duties and special projects as assigned

### **Requirements**

- High School Diploma OR GED Equivalent
- At least 1 year of administrative assistant experience
- Creative thinker
- Computer savvy; proficient in MS Office
- Ability to organize and prioritize work
- Ability to effectively and professionally work with a variety of individuals
- Excellent oral and written communication, analytical, and problem-solving skills
- Ability to work as a team member and as an individual working in a fast-paced environment
- Skill in basic arithmetic, grammar and spelling

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