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## POSITION DESCRIPTION

### Contract and Proposal Manager/Administrative Assistant

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**ABOUT URBAN TRIAGE, INC.** Urban Triage, Inc. is on a mission to empower Black families while mobilizing community resources and distributing them to those most in need. At the same time, we engage systems in implementing systematic, sustainable, equitable, and clinically sound approaches to health behavior and prevention. We are poised to do this through education, community support services, and advocacy that systematically reduces and eventually works to eliminate barriers such as inadequate education, lack of access to resources, and class and health disparities. Our goal is to promote positive health outcomes and reduce significant health disparities at the community level. We do this by meeting basic needs and then engaging communities through educational opportunities and effective advocacy at multiple levels. We stand in the gap for those most in need through advocacy, transformative education, and critical coordinated services between partner organizations, city officials, and community resources. Most critically, with the community's trust and track record to carry out the work.

**JOB DESCRIPTION** the Administrative Assistant provides support in a collective working relationship with the Urban Triage staff. The Administrative Assistant serves as the primary point of contact for internal constituencies on all matters pertaining to the efficiency of the organization. The Administrative Assistant organizes and coordinates internal affairs and occasionally external relations efforts; and assists in the overseeing of special projects. The Administrative Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven and community-oriented.

The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Administrative Assistant will be in charge of all proposals and contracts going in and out of Urban Triage. The Administrative Assistant will be asked to negotiate and solidify dates, prices, and training. The Administrative Assistant will also be assisting in Grant writing when asked and will be expected to do so in a timely fashion. The Administrative Assistant will have the ability to work on social media, outreach, and executive tasks from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

## **ROLES AND RESPONSIBILITIES**

### **Office Support/Contract and Proposal Management**

- Completes a broad variety of administrative tasks for Urban Triage employees including coordinating an active calendar of appointment; completing expense reports; completing and creating proposals/finalizing contracts; composing and preparing correspondence that is sometimes confidential; arranging itineraries and agendas; compiling documents and taking notes for meetings.
- Plans, files, and coordinates to ensure the office is organized and respected.
- Ensures all proposals and contracts are always filed correctly with the proper supporting documents.
- Provides a bridge for smooth communication between the office and internal and external departments; demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Works effectively with the Urban Triage staff to keep us well informed of upcoming commitments and responsibilities, training and workshops, following up appropriately.
- Acts as a “barometer,” having a sense of the issues taking place in a work environment with internal/external persons.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the President, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, and other documents that staff may not have time for
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

## **BOARD SUPPORT AND LIAISON**

- High School Diploma required; Associate’s or Bachelor’s Degree preferred
- 1 - 3 years of administrative assistant experience, preferably executive level
- Proficiency in Google Doc/Drives, Microsoft Word, Excel, PowerPoint, and Internet; ability to create and maintain databases and complex spreadsheets.
- Must be a resourceful self-starter who can work independently and work on multiple projects at once with the ability to handle interruptions well with strong organizational skills.
- Must have absolute integrity, sound judgment, and an ability to maintain a high degree of confidentiality
- Must be highly analytical and accurate with excellent attention to detail
- Must have good organizational and time management skills, as well as, have the ability to meet deadlines with appropriate attention to detail in a fast-paced environment
- Strong oral and written communication skills; must be comfortable speaking in front of groups

- Must have a strong customer focus and demonstrate the ability to build relationships internally and externally with a focus on meeting or exceeding service expectations
- Comfortable negotiating bids and contracts; working on grants and communicating with external organizations in a professional manner.

**To Apply:** Send resume and cover letter expressing your interest to [tdennis@urbantriage.org](mailto:tdennis@urbantriage.org).  
Women and minorities are encouraged to apply.