PART-TIME EXECUTIVE ASSISTANT

The Southern Tier AIDS Program, Inc. is seeking a part-time Executive Assistant. This position is responsible for providing administrative support for the Deputy Executive Director, the Executive Director, and the Health HUB in our Harm Reduction program.

Qualifications: Bachelor’s degree. Previous experience as a clinical support staff, or executive assistant strongly preferred. Customer service experience required. Background or experience in human services, customer services, health care, or office management required. Experience with database management, cloud based secure storage, and online calendar management strongly preferred.

Computer literacy, typing, organizational, telephone and customer relations skills are essential. Superior time management skills required. Experience pulling database information, compiling information, and preparing reports is highly beneficial. Advanced computer skills, including use of an Electronic Health Record (EHR) and the ability to train others in system use is preferred. Excellent interpersonal skills, and the ability to communicate both verbal and written technical/clinical information in a clear and concise manner, are essential.

Minimum salary: $16.50/hour working 20 hours per week. Excellent benefits package including: life insurance, 401(k) retirement plan, individual medical and dental insurance, flexible spending plan and generous time off.

As an equal employment opportunity employer Southern Tier AIDS Program, Inc. does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, gender identity, sexual orientation, age, disability, pregnancy, veteran status, or on any other basis that would be in violation of any applicable federal, state, or local law.

Candidates must be able to meet the transportation requirements of the position. A clean driving record is a requirement of the position. Must be 21 or over.

Resume and cover letter by April 3, 2017 to Addie Deacon c/o STAP, 22 Riverside Drive, Binghamton, NY 13905, or adeacon@stapinc.org or FAX to 607-798-1977.