

## **Administrative Assistant**

### **Job Description and Duties:**

Link2Health Solutions, a wholly-owned subsidiary of the Mental Health Association of New York City, seeks a creative, focused and flexible individual to join its team as Administrative Assistant (AA) for the Disaster Distress Helpline. This is an exciting opportunity to work with a vibrant team of dedicated professionals on a high profile, federally-funded national program. The AA will work directly with the Project Director of the national Disaster Distress Helpline and the entire DDH team providing strategic, administrative, time management, and clerical support.

Specifically, the Administrative Assistant will:

- Maintain schedule of the Project Director and assisting in scheduling of team meetings and other appointments;
- Manage travel logistics for the Project Director and DDH team;
- Handle incoming telephone calls and respond to routine inquiries;
- Process and record all of the DDH's monthly expenses and invoices from subcontractors, vendors, and consultants in a timely manner
  - Review subcontracts and consultant agreements for consistency and file maintenance;
- Assist the Project Director in all aspects of grant management, including: tracking of all invoices and payments to centers, subcontractors, and vendors; preparing and submitting all project grant reports and proposals in a timely fashion; formatting, generating and submitting all project budgets and financial reports; maintaining database of all network wide agreements, amendments, consultant agreements, and subcontractor invoices;
- Serve as liaison for the Project Director's external and internal relationships;
- Provide administrative assistance to the Project Director and to the DDH team;
- Work on special projects as assigned.

### **Qualifications:**

- Bachelor's degree
- 5-7 years of administrative experience
- Knowledge/interest in the mental health field is preferred but not mandatory
- Proficiency in MS Word, Excel, Outlook, and PowerPoint, scheduling and knowledge of conducting Internet research
- Experience in budget tracking, preferably in grant management
- Ability to manage multiple projects effectively, efficiently and with attention to detail
- Excellent interpersonal and communication skills
- Ability to work both independently and as part of a team.

### **Personal Qualities:**

The applicant must be able to handle the stress and urgency of the identified service delivery and act to respond with immediate communications (where assigned) and swift resolution/troubleshooting in support of operations. Must also be available to participate in 24/7 mobilization responses to disasters when needed.

**Salary, Schedule & Travel:** Salary commensurate with experience. Position is 100% full-time, 35 hours/week.

**Applications:** Applicants should send a cover letter + resume with your name and the job title for which you are applying in the subject heading to Christian Burgess, [cburgess@mhaofnyc.org](mailto:cburgess@mhaofnyc.org). No calls.