



Job Description ~ Position Available  
 AIDS Alabama South  
***Administrative Assistant***

Reports to	Co-Executive Director -- Programs
Minimum Requirements	High School Diploma/GED or equivalent; proficiency with Microsoft Office suite; One year clerical experience; Reliable transportation, valid driver's license, auto insurance, safe driving record, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Previous board development and significant interaction with management.
Overall Mission	To provide administrative support to lead the agency in its mission to devote its resources statewide to helping those affected by HIV/AIDS live healthy, independent lives and prevent the spread of the disease.

**Areas of Responsibility**

1. Responsible for greeting guests of the agency and answering the agency telephone. Is proficient in programming the telephone system and messaging system.
2. Schedule and coordinate meetings, appointments, conference calls and assist with calendars for Co-Executive Directors.
3. Assist Co-Executive Directors with creating, sorting, organizing, and filing consumer charts, taking extra care to ensure that all charts are organized and filed correctly.
4. Schedule and coordinate staff and other meetings such as AALS Board of Directors etc.
5. Collect and distribute agency mail.
6. Ensures that all office supplies needed are inventoried, ordered, stocked, readily available when needed, and tracked for most efficient use and to prevent waste.
7. Ensures that all campus office equipment (i.e., copiers, faxes, security, and computer system) is maintained in good working order with ready access to needed supplies and maintenance/repair services for such equipment.
8. Prepare communications, such as memos, emails, invoices, reports, and other correspondence.
9. Handle filing as needed for directors and ensure that all files are easily identified and found.
10. Other duties as assigned.

**Work Environment**

1. Schedule – Work hours are full time and may occasionally include nights and/or weekends; varies based on the needs of the client, the client's family, and the agency.
2. Physical – May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication, and able to hear and understand the English language.
3. Cultural/Environment – Must be comfortable working with individuals and/or family members living with HIV (or other STI's), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

**Overall Expectation**

Represent the agency in person, and through all other methods of communication, in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all employees and external business

partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, clients, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

**AIDS Alabama is an equal opportunity employer.**

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Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources signature

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Date