

Office Administrator

If you are a driven professional with a proven track record of success who is passionate about making a difference through the work they do, The John A. Hartford Foundation has a one-of-a-kind opportunity for you to be a part of the nation's leading philanthropy with a sustained interest in aging and health. To help support our ongoing growth, we are seeking a dynamic team player to join our team as an Office Administrator.

About Us

Background: The John A. Hartford Foundation, based in New York City, is a private, nonpartisan, national philanthropy dedicated to improving the care of older adults. For more than three decades, the organization has been the leader in building a field of experts in aging and testing and replicating innovative approaches to care. The Foundation has three areas of emphasis: creating age-friendly health systems, supporting family caregivers, and improving serious illness and end-of-life care. Working with its grantees, the Foundation strives to change the status quo and create a society where older adults can continue their vital contributions. For more information, visit www.johnahartford.org and follow [@johnahartford](https://twitter.com/johnahartford).

Essential Duties and Responsibilities:

As an Office Administrator at The John A. Hartford Foundation, you will provide high level administrative support to the President and Executive Assistant (EA) to the President, as well as to Program staff as needed. This position will also assist with day-to-day operations of the Foundation and will serve as the direct liaison to several third-party vendors. The following are the core responsibilities:

- Provide administrative support to the EA and serve as a back-up for scheduling appointments, maintaining calendars, organizing meetings, arranging travel, preparing documents, and reconciling expenses to the President
- Serve as office point of contact for incoming inquiries from mail, email and phone
- Answer and screen phone calls; directs caller to the appropriate personnel and forward accurate messages to staff
- Organize logistics for Board Meetings
- Assist in preparation and dissemination of Board books and Board materials as needed
- Maintain Foundation's inter-office calendar and attendance records
- Coordinate and communicate with vendors and venues
- Coordinate and set up meetings and luncheons held at the Foundation
- Order office supplies and maintain office supply inventory
- Arrange for required maintenance and replacement of office equipment
- Oversee office maintenance, including cleaning service, storage and security
- Assist with hiring and onboarding interns
- Manage JAHF general jobs inbox
- Assist with any other projects as needed

Desired Qualifications, Education and Experience:

- B.S. degree required along with a minimum of one year of relevant office experience working as an Administrative Assistant
- Previous experience in the non-profit sector and an interest in the Foundation's philanthropic objectives preferred
- Prior experience with calendar management
- Relevant experience using online document management systems, expense reporting and online Board meeting portals

Necessary Knowledge, Skills, Abilities:

- Excellent communication skills both oral and written and the ability to communicate with diplomacy and discretion
- Proficient all in aspects of the MS Office Suite
- Strong organizational skills
- Working knowledge of office machinery (PC, printer, copy machine, etc.)
- Ability to work in an environment of tight deadline and changing priorities
- High level of motivation and initiative
- Ability to work as part of a diverse, cross-functional team
- Capacity for growth and assuming greater responsibilities

Salary and Benefits:

The John A. Hartford Foundation offers a salary range of \$55,000 to \$60,000, commensurate with experience. At The John A. Hartford Foundation employees love what they do and love where they work. We offer great perks like:

- Comprehensive Medical and Dental Plans
- Disability and Life Insurance
- 401(k) with Company Match
- Generous Vacation Plan and Holiday Schedule

How Do I Get Started?

To apply please submit the following to jobs@johnahartford.org:

- An updated resume
- A brief cover letter outlining your experience and interest in working for The John A. Hartford Foundation

Please note: If you are offered employment, it will be contingent upon the successful completion of any and all background verifications. Your submission will receive a brief electronic acknowledgement. Due to the anticipated volume of applications further contact by applicants is not allowed. Please no phone calls.

The John A. Hartford Foundation is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex,

disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The John A. Hartford Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, please contact the HR Department at 610-295-3105.