



## **Administrative Assistant Position Description**

**Location:** Salt Lake City, UT Area

**Category:** Full-Time (exempt)

**Field:** Non-profit, mission-driven organization

**Reports to:** VP & Chief Operating Officer

The **Administrative Assistant** will coordinate the Foundation's office functions or activities and provide administrative support to management and staff. In this position, the candidate must perform various administrative support duties ranging from general financial and clerical support to complex administrative coordination. The Administrative Assistant will serve as the foundation's in-office point of contact.

## **About Cholangiocarcinoma Foundation**

Cholangiocarcinoma Foundation's (CCF) mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma (bile duct cancer). Founded in 2006, in Salt Lake City, UT, by a family who lost a loved one to cholangiocarcinoma, CCF has become a leading global resource in patient support education and advocacy and funding basic and translational research. The organization's core values are patients first, collaboration, innovation, and urgency. The organization is virtual, with team members in several states.

## **RESPONSIBILITIES**

- Perform specialized administrative duties required to support specific program areas
- Collect mail from the post office box, and deliver packages to the post office for mailing as needed.
- Receive mail/packages and distribute them to staff by following established procedures.
- Maintain adequate inventory and organization of materials, publications, etc
- Organize requests and orders for physical and digital print collateral
- Fulfill publication orders, including inventory, packing, and shipping
- Assist with administrative aspects of the scientific and medical conferences and meeting exhibit booths, including shipping and logistics
- Managing and fulfilling requests for Care kits, books, and other materials
- Run errands for the organization as needed
- Assist with the execution of the Annual Conference in Salt Lake City
- Setting up and maintaining paper and electronic filing systems
- Creating, maintaining, and entering information into databases
- Maintain organization of office storage and off-site storage facility
- Scanning, reviewing, and indexing large volumes of documents

## **Cholangiocarcinoma Foundation**

5526 West 13400 South, #510 – Salt Lake City, Utah 84096 – U.S.A.

[www.cholangiocarcinoma.org](http://www.cholangiocarcinoma.org)



- Performing other clerical and administrative duties as necessary
- Other duties as assigned to support the mission of the foundation

## **REQUIREMENTS**

- Ability to work scheduled hours onsite regularly – up to 25 hours weekly
- High School Diploma or equivalent
- Two or more years of experience in administrative or program support
- Highly organized and able to track and manage multiple projects simultaneously, including the ability to prioritize work projects and meet deadlines
- Attention to detail and problem-solving skills
- Must be a self-starter who can identify new opportunities, areas for improvement, and service gaps and develop solutions to address challenges
- Capable of working independently with the ability to establish procedures to monitor own job activities and regulate tasks.
- Excellent written, editing, and oral communication skills
- Intermediate to advanced skills in Microsoft Office Products such as Word, Excel, and PowerPoint
- Skills and abilities to use other computer software programs, such as Google products
- The ability to deal with people in a manner that shows sensitivity, tact, and professionalism
- Flexibility, adaptability, and openness to change
- Background check

## **PHYSICAL REQUIREMENTS**

- Light work, including lifting and moving boxes and other materials to and from the office, post office, storage facility, and other locations as needed
- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently and/or a negligible amount of force constantly to move objects.
- Use of arm and/or leg controls exerting forces greater than that for sedentary work.

## **LOCATION**

Residency in the Salt Lake City, Utah area is a condition of employment. This position will start as virtual. However, it will transition to an in-person job in 6 to 12 months.

## **COMPENSATION**

Salary Range: \$35,000 - \$40,000

Benefits: Health, Life, Disability Insurance, PTO, and 401(k) +Match

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**To apply, send a resume, cover letter (INCLUDE POSITION NAME), and salary requirements to [HR@cholangiocarcinoma.org](mailto:HR@cholangiocarcinoma.org).** All applicants **MUST** submit a cover letter, resume, and salary requirements to be considered for the position.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice. Nothing in this job description alters an employee's at-will status and is meant only as a guide, not a contract of employment.*

*The Cholangiocarcinoma Foundation's policy provides equal opportunities without regard to race, color, religion, age, gender, sex, national origin, disability, veteran status, or any other characteristic protected by law.*