

Admin Support Role Job Description

In every great nonprofit, there is inevitably a small group of dedicated people creating the magic behind the scenes. This often requires that each team member wears multiple hats that change regularly to serve the various programs, projects, task forces, committees, and working groups for the community. Family Physicians Inquiries Network Consortium, Inc. (FPIN) is looking for that one special person to round out our team to support this important work.

FPIN (www.fpin.org) is a 25-year-old nonprofit organization based in Columbia, Missouri (this is not a remote position) dedicated to improving the health of communities through medical research and physician education. We work with over 165 residency programs, hospitals, and departments of family medicine in their pursuit to understand the latest research and produce scholarship.

Our organization is seeking part-time administrative support that can assist with 15-20 hours per week. You will work a set schedule between 3-4 hours per day, 5 days per week.

SERIOUS CANDIDATES SHOULD SUBMIT A COVER LETTER

Our ideal candidate will be involved in, support, and/or coordinate various parts of the organization including, but not limited to:

Administrative support:

- Coordinating meetings via Doodle and Zoom
- Minor technical issues
- Managing agendas and meeting notes
- Mail sorting
- Executive administrative support for CEO/ED for all aspects of the inner-workings of the nonprofit
- Office support
- Errands
- Special Projects
- Drafting content to promote our work and mission
- Committee and task force support

Qualifications:

- Proficient with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint)
- Great sense of humor
- Positive attitude
- Professional
- Team oriented
- Excellent verbal communications
- Well written
- Organized
- Stellar attention-to-detail

- Creative
- Desire to make a difference
- Self-starter

FPIN offers:

- Inclusive, supportive, and encouraging work environment
- Unparalleled opportunities to build up experience in the fields of public health, journalism, and business
- Starting pay of \$15-\$18/hr based on experience
- \$500 retention bonus after 90 days
- Professional development opportunities
- Coaching and mentorship

Employees are strongly encouraged to be vaccinated for COVID-19 due to periodic travel to health centers.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.