



Title: Administrative Associate
Type: Non-Exempt, Part-Time
Supervisor: Administrative Officer
Position Location: Columbia, Maryland
Schedule: In person Tuesday, Wednesday, and Thursday
Posted: Jan. 2025
Closing Date: When filled

Are you highly organized with a passion for supporting health equity? Are you energized by interacting with lots of people? Are you a self-starter who would also like to be part of a diverse, fun, collaborative and high-performing team? If this is you, please read on!

At the Horizon Foundation, we are leading community change to ensure that all are free from systemic inequities and can live abundant and healthy lives. As the largest independent health foundation in Maryland, we work side-by-side with community to build power, advocate for policy change, and dismantle structural racism to achieve better health for everyone in Howard County and greater Maryland. We do this through innovative initiatives, collaborative partnerships, strategic grantmaking and thoughtful advocacy.

We are seeking a part-time Administrative Associate to support office operations by scheduling, report tracking, and event planning. This position reports to the Administrative Officer and works closely with other Foundation staff, outside vendors, contractors, and stakeholders.

Primary Responsibilities:

- Provide administrative support to the Foundation staff.
- Oversee the scheduling and management of staff calendars.
- Interact with external executives to coordinate a variety of complex meetings.
- Identify optimum meeting dates and manage all logistics for group meetings including room set up, food ordering, presentation system, material preparation and follow up.
- Assemble and prepare material for meetings.
- Provide logistical support for meetings off site. Locate venues and arrange for food service.
- Prepare documents, reports and charts using Microsoft Word, Excel, PowerPoint, or Adobe Acrobat; modify existing and develop new formats as needed.
- Assist with special projects to support programs or initiatives as needed.
- Support RFP process for various services.
- Help oversee reception area, mail, kitchen, supplies and general facilities.
- Operate standard office equipment and resolve problems with vendors.
- Maintain physical and virtual files and undertake annual archiving.
- Identify efficiencies and new processes as well as assist in implementing them to better support working smarter.
- Perform other job functions and duties as needed. Conduct special administrative projects as requested.

Our ideal candidate has:

- Five years of experience in office administration (preferably, with a nonprofit or foundation)
- Bachelor's degree preferred
- Warm and professional approach to customer service.
- Positive energy, emotional maturity and strong interpersonal skills.
- Ability to establish cooperative working relationships.
- Ability to set and meet deadlines, track multiple projects in a fast-paced changing environment.
- Computer aptitude and experience with Microsoft Office Suite, online document sharing platforms, Adobe Acrobat, Zoom, and experience with online booking software a bonus.
- Desire to grow with a dynamic, high-performing, and fun-loving team.
- Proven analytical, logical, and decision-making skills.
- Maintain high level of confidentiality with diplomacy and tact.
- Ability to interact on a professional level to sustain the mission, culture and best interests of the Foundation.

Compensation and Benefits:

An Administrative Associate at the Foundation can expect to earn at least \$29.42 an hour. Competitive benefits include paid time off (increasing after three years); paid holidays; and a 401(k) package.

Hybrid Work Environment:

Candidates must be comfortable with a hybrid work environment (i.e., mix of remote work with scheduled in-person office days and in-person community meetings, as needed). This position will typically work in the office three days a week but may need to work from home on occasion. Free parking is provided.

Deadline/Start Date:

The position will remain open until filled. Interviews will be scheduled on a rolling basis.

The Horizon Foundation is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, sex, religion, sexual preference, or national origin. People of color, people with disabilities, and LGBTQ candidates are strongly encouraged to apply.