

POSITION OBJECTIVE: Under general supervision, provide diverse support to operations staff. Requires judgment and comprehensive knowledge of applicable operations.

ESSENTIAL FUNCTIONS:

- Assist with the preparation of various documents related to media, communications, NWFHN events and Community Partner events.
- Assist with preparation for various NWFHN and Community Partner events.
- Make photocopies, fax, and scan material as requested.
- Run errands as requested.
- Assist other Operations staff as needed.
- Understand, support and promote the organization's mission, vision and values.
- Other duties as assigned.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

REQUIRED:

High School Diploma or GED equivalent

PREFERRED:

- One year of clerical office experience.
- Knowledge of word processing and office procedures.

SKILLS:

- Strong verbal and written communication
- Strong organizational skills
- Ability to establish and maintain effective working relationships with a variety of other professionals

- 1 - 8/9/2024



POSITIONS SUPERVISED: None

Name (Print)	Supervisor Name (Print)
Employee's Signature	Supervisor's Signature
Date	

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