



GRAND RAPIDS

African American Health Institute

JOB POSTING

March 13, 2025

Executive Administrator/HR Assistant

Join a Growing and Dynamic Nonprofit Driving Health Equity

The Grand Rapids African American Health Institute (GRAAHI) seeks a highly organized and proactive Executive Administrator/HR Assistant to join our team full-time and play a crucial role in supporting the success of our organization.

ABOUT THE ORGANIZATION:

The Grand Rapids African American Health Institute is a leading national organization dedicated to achieving healthcare parity for African Americans. Driven by research and committed to education and advocacy, GRAAHI aims to create awareness, develop programs, and influence policies that achieve positive health outcomes for all communities. We strive to ensure that all people have optimal health care and benefit from health systems without race being an impediment. GRAAHI operates under four pillars of service: Community, Advocacy, Research, and Education. To learn more, visit www.graahi.com

ABOUT THE POSITION:

As the Executive Administrator/HR Assistant, you will be the cornerstone of our office operations, providing comprehensive support to the CEO, Board of Directors, and staff. You will manage complex schedules, support donor engagement efforts, coordinate events, serve as an HR liaison, and ensure the smooth and efficient functioning of our organization. This role requires a highly organized, detail-oriented individual with excellent communication and problem-solving skills. You will be on-site full-time to help drive the organization's excellence.

ROLES AND RESPONSIBILITIES:

Executive Support:

- Provide sophisticated calendar management for the CEO, prioritizing inquiries and requests while troubleshooting conflicts.
- Act as a "barometer," keeping the CEO informed of upcoming commitments and responsibilities and anticipating their needs.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, handling confidential information with discretion.
- Prepare and organize materials for meetings, presentations, and reports.
- Manage travel arrangements and expense reports.

Board of Directors Support:

- Act as a liaison and provide support to the Board of Directors.
- Arrange and handle all logistics for Board meetings and events, including scheduling, agenda preparation, and minute taking.
- Organize and assist with the board recruitment process.

Event Coordination:

- Plan, coordinate, and execute various organizational events, including workshops, conferences, and fundraising events.
- Manage event logistics, including venue selection, vendor coordination, and attendee registration.
- Promote events through email marketing, social media, and other channels.
- Manage event budgets and ensure cost-effectiveness.

Human Resources Liaison:

- Assist with onboarding new employees, including paperwork and orientation.
- Maintain employee records and ensure compliance with HR policies and procedures.
- Coordinate recruitment efforts, including posting job openings and scheduling interviews.
- Serve as a point of contact for employee inquiries.

General Office Duties:

- Coordinate office procedures and develop/update administrative systems for efficiency.
- Assist in the oversight of office policies and procedures.
- Assist in vendor selection and purchase equipment, services, and supplies.
- Maintain office supplies and inventory.
- Answer and direct phone calls, manage contact lists, and process mail.
- Provide hospitality to guests and maintain a welcoming environment.
- Manage GRAAHI collateral materials and organize Google Drive content.
- Assist with email marketing, database management (Little Green Light CRM), partnership invoicing, and social media channels.
- Ensure equipment maintenance and repairs.

REQUIREMENTS:

- The ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.
- Strong knowledge and interest in health equity.
- Strong knowledge of office management systems and procedures.
- Advanced technical and computer skills, including proficiency in Microsoft Office Suite and Google Workspace.
- Working experience in Canva, Adobe Suite, or Google Workspace is desirable.
- Experience with CRM and donor management software (Little Green Light or similar).
- Excellent time management, multitasking, and prioritization skills.
- Attention to detail and problem-solving abilities.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.
- At least 5 years of experience in administrative/office management or a related area.
- Bachelor's degree preferred, or a combination of education and experience equivalent.

APPLICATION PROCESS:

Please e-mail a cover letter, resume, and contact information to admin@graahi.org. We review applications on a rolling basis. The Grand Rapids African American Health Institute is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work.