

Position Title	Supervisor	Classification
Executive Assistant	Executive Director, St. Mary's Legacy Clinic	Full time / Hourly
Employee	Date	Supervisor Date

Purpose of position: Make a difference in the lives of underserved and uninsured of East Tennessee. Executive Assistant to the Executive Director and provides administrative support to medical clinic.

Specific duties and responsibilities:

- Supports the Executive Director of SMLC. Provides administrative support to the Executive Director such as scheduling appointments, preparing correspondence, creating reports, meeting minutes, etc.
- Provides general office assistance, to include but not limited to answering phones and e-mails, scheduling patient appointments, generating correspondence, tracking donations, and preparing public relations materials.
- Orders office supplies as directed, maintains records of all purchases, reconciles credit card accounts and communicates with the financial officer as needed.
- Maintains database of volunteers and donors.
- Supports development activities of the Clinic.
- Helps design and implement newsletters.
- Maintains strict confidentiality.
- Assist with other duties as assigned.

Required Qualifications:

- Minimum 3 years administrative experience
- Excellent computer skills and familiarity with Microsoft Office programs.
- Must be able to take initiative within boundaries of responsibility and work independently.
- Demonstrated written and oral communication skills.
- Good interpersonal skills.

Preferred Qualifications:

- Bachelor's degree or equivalent work experience
- Familiarity with creative and cloud base productivity applications: We use Hubspot, Asana, Teams, Blackbaud, Wix, Athena, Canva, and the Adobe Creative Suite Applications (Photoshop, Illustrator, and Acrobat DC Pro).
- Bilingual/Spanish

Physical demands:

- Must be able to sit at and work on a computer for long periods of time.
- Must be able to lift up to 50 lbs.
- Must be able to climb up to 5 steps repetitively.

- Must be able to assist with the physical set-up and take-down of the mobile clinic, including lifting, bending, squatting, and climbing ladders.

Benefits, Pay, Hours, and Location:

Job Type: Full-time

Work Remotely: No

Salary: \$16.75 per hour

Benefits:

- 403(b)
- 403(b) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule & Location:

- Monday to Friday 8:30 am – 4:00 pm
- Quarterly Board Meetings – outside of normal business hours.
- Located at 10919 Carmichael Rd, Knoxville, TN 37932

For more information, visit our website: www.SMLCares.com. To apply, email your resume to info@smlcares.com