



Position Description

Administrative Assistant

Preeclampsia Foundation

Established in 2000, we are the leading national 501(c)(3) not-for-profit patient advocacy organization serving the 5-8% of pregnant women - 300,000 women each year in the U.S. - who are affected by hypertensive disorders of pregnancy such as preeclampsia (formerly known as toxemia), eclampsia and HELLP syndrome. We are advised by a medical board comprising the top medical and scientific experts in preeclampsia and related fields, additionally collaborating with other non-profit organizations, governmental agencies, academic institutions, and corporations to achieve our mission.

Our Purpose

To improve the outcomes of hypertensive disorders of pregnancy by educating, supporting and engaging the community, improving healthcare practices, and accelerating research.

Company Values:

- **Patient-Driven:** Everything we do, advocate for, and develop is through the lens of the patient experience.
- **Knowledgeable:** As a leading resource, we stay well-informed and provide accurate and timely information with guidance from our medical and scientific advisors.
- **Empathetic:** It's personal with us. We act with compassion and sincerity. We treat each other and others outside our team with human kindness.
- **Collaborative:** We take the team approach, seeking to build consensus with each other, our community, and our partners.
- **Trustworthy:** We are accountable to our community, our donors, volunteers, supporters, and each other; we work hard to maintain that trust and confidence.

Position Description

Reporting to the Operations Manager, the Administrative Assistant is a non-exempt part-time hourly position (20 hours per week) that delivers a wide range of administrative and office support for every program and department throughout the Foundation.

Key Responsibilities

- **Communication and Correspondence** - Monitor and respond to organizational emails (e.g., info@), coordinating with staff as needed to ensure accurate and timely replies. Manage all incoming and outgoing mail, including processing financial items such as checks, money orders, and in kind donations; complete daily deposits and maintain a reconciled mail (accounting) log. Serve as the primary contact for all calls on the main phone line and route calls and messages to the appropriate staff members.
- **Inventory Management** - Maintain office supplies inventory by checking stock, anticipating needs, placing orders, and verifying receipt of supplies. Coordinate shipping and handling of all department and programmatic needs, including promotional items, foundation issued materials, patient education materials, merchandise, and any other internal or external fulfillment requests. Manage annual inventory of the stockroom and ensure the stockroom remains organized.

- **Calendar Management** - Maintain and update Master Staff Activity Calendar and PTO/Travel Calendar. assist with scheduling organization-wide meetings and events to ensure all departments remain aligned and informed.
- **Executive Support** - Provide administrative support to the CEO in partnership with the Executive Assistant. Responsibilities include preparing and organizing documents (printing, filing, scanning), coordinating mailings and correspondence, scheduling and updating meetings, assisting with logistical arrangements for internal and external commitments, and ensuring timely completion of administrative tasks that keep executive operations running smoothly.
- **Office Management** - Ensure the office environment is prepared, organized, and fully operational each day. Maintain a clean and orderly workspace, including keeping the kitchen tidy, emptying trash as needed, and restocking kitchen and bathroom supplies. Monitor office equipment such as printers to ensure they remain stocked with paper and toner. Identify facility and supply needs proactively and collaborate with the Operations Manager to ensure the workspace remains neat, efficient, and welcoming.

Competencies for this Position: These are the behaviors and qualities that contribute to the individual successfully executing the responsibilities of this role.

- **Action Oriented** - Readily takes action on challenges, without unnecessary planning; identifies and seizes new opportunities; displays a can-do attitude in good and bad times; steps up to handle tough issues
- **Being Resilient** - Is confident under pressure; handles and manages crises effectively; maintains a positive attitude despite adversity; bounces back from setbacks; grows from hardships and negative experiences.
- **Communicates Effectively** - Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels; attentively listens to others; adjusts to fit the audience and the message; provides timely and helpful information to others across the organization; encourages the open expression of diverse ideas and opinions.
- **Resourcefulness** - Marshals resources (people, funding, material, support) to get things done; orchestrates multiple activities simultaneously to accomplish a goal; gets the most out of limited resources; applies knowledge of internal structures, processes, and culture to resourcing efforts.
- **Optimizes Work Processes** - Identifies and creates the processes necessary to get work done; separates and combines activities into efficient workflow; designs processes and procedures that allow managing from a distance; seeks ways to improve processes, from small tweaks to complete reengineering.

Qualifications – The ideal candidate will possess the following education, experience, and technical skills, as well as express a commitment to the Foundation’s core values. Minimum Qualifications: Must be able to lift 35 lbs. frequently.

Education and Experience:

High school diploma or equivalent (required); Associate’s degree in business administration, office management, or related field (preferred). Minimum of 1 year clerical, administrative or customer experience in an office setting.

Technical Skills: These are the main skills, training, and knowledge one must have exhibited in previous roles to successfully perform the responsibilities outlined above.

- Requires strong organizational skills and consistent attention to detail to support accurate and efficient task completion.
- Must be proficient in the Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint, to produce documents, manage schedules, and maintain information systems.

- Requires effective written and verbal communication skills for interaction with staff and external stakeholders.
- Must demonstrate reliable customer service skills to ensure professional, timely, and courteous support in all internal and external engagements.

Location:

On-site at PF Headquarters, Melbourne, Florida.

Salary and Benefits

- Non-profit patient advocacy organization; compensation commensurate with candidate's experience (range: \$18 - \$22/hour)
- Parental Leave policy
- Employee Assistance Program (counseling, coaching, professional development)

Equal Opportunity Employer

The Preeclampsia Foundation is an equal-opportunity employer and encourages applications from individuals of all backgrounds and experiences. We welcome non-traditional applicants who are returning to work, leaving military service, or seeking retirement employment. We are committed to creating a diverse and inclusive work environment.

To Apply

Please send cover letter and resume to HR@preeclampsia.org with the title of the position in the subject line.