



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

**About Us**

St. Mary's Legacy Clinic provides compassionate comprehensive primary care to underserved communities. Through our mobile medical clinic, we bring essential services directly to those in need, ensuring access to quality healthcare for those most in need.

**Position Summary**

We are searching for a highly organized and detail-oriented Administrative Assistant who will split their time equally between general administrative duties and serving as the Executive Assistant to the Executive Director. This role is crucial for ensuring the smooth operation of the clinic and supporting the leadership in executing its mission to provide healthcare to underserved communities.

Specific duties and responsibilities:

**Executive Assistant (50%):**

- Manage the Executive Director's calendar, including scheduling meetings/appointments (both internal and external)
- Arrange travel itineraries, accommodations, and transportation as needed for the Executive Director
- Prepare and organize materials for meetings, including agendas, presentations, and minutes
- Ensure the Executive Director is prepared for meetings and engagements
- Draft, review, and send communications on behalf of the Executive Director
- Assist in the development of and implementation of strategic plans and initiatives
- Coordinate and manage special projects as assigned
- Assist in the planning and execution of board meetings
- Assist with onboarding process for new employees

**Administrative Assistant (50%):**

- Provides general administrative support to the SMLC Team
- Organize office operations and procedures
- Orders office supplies as directed, maintains records of all purchases, reconciles credit card accounts and communicates with the financial officer as needed
- Maintains gift card donations; work with financial officer to track usage
- Maintains the clinic maintenance schedule, working alongside the Volunteer Coordinator and Nurse Manager
- Helps design and implement newsletters
- Maintains strict confidentiality
- Foster a positive and collaborative work environment

**Assist with other duties as assigned.**

Required Qualifications:

- Bachelor's degree in business, Communications, or a related field
- Minimum 2 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:

- Experience as an Executive Assistant
- Familiarity with creative and cloud base productivity applications: We use Salesforce, Hubspot, Asana, Teams, Blackbaud, Wix, Athena, Canva, and the Adobe Creative Suite Applications (Photoshop, Illustrator, and Acrobat DC Pro)
- Knowledge of digital marketing and social media strategies
- Bilingual in English/ Spanish or Bilingual in English/Vietnamese

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

Hourly: \$18.00 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 3<sup>rd</sup> Wednesday of new quarter
- Primary Work Location - 805 S. Northshore Drive, Knoxville, TN 37919
- **Future Work Location - 10923 Carmichael Rd, Knoxville, TN 37932**

For more information, visit our website: [www.SMLCares.com](http://www.SMLCares.com)

To apply, email your resume to [info@smlcares.com](mailto:info@smlcares.com)