



Healthy Birth Day, Inc. Administrative Assistant

Healthy Birth Day, Inc. (HBD) is a 501(c)(3) nonprofit organization dedicated to the prevention of stillbirth. We are best known for the *Count the Kicks* public health awareness campaign, which educates and empowers expectant parents to track their baby's movements in the third trimester. Our goal is to save 7,000 babies from preventable stillbirth in the U.S. each year and to ensure that race is no longer a predictor of stillbirth.

The Administrative Assistant will work closely with staff on general office and administrative tasks. The Administrative Assistant reports to our Chief Operating Officer and will support HBD's mission and values while gaining professional skills.

Roles and Responsibilities:

- Supports the team by performing tasks related to internal organization and clerical support.
- Manages educational material fulfillment operations:
 - Maintaining and tracking inventory
 - Coordinate website orders using WooCommerce
 - Updates website with new educational materials and updates to existing products
 - Resolve customer order issues
- Provides administrative support to ensure efficient operation of the office, for example:
 - Coordinates office mail and large mailings to organization partners
 - Maintains inventory of office supplies; orders new supplies as needed
 - Supports visitors to the office as needed
 - Serve as primary contact for main HBD phone line
- Maintain Salesforce Database (NonProfit Success Pack):
 - Input of all fulfillment orders and donations
 - Creating Campaigns
 - Scrubbing database for duplicates and other issues
 - Collaborating with team to establish best practices for tagging entries with appropriate information
 - Creating reports and dashboards
- Provide administrative support to development, programming, volunteer program and operations, for example:
 - Errands within the Des Moines, Iowa metropolitan area
 - Filing, printing, typing, copying, binding, scanning, preparing documents, note-taking
 - Assist with setup and teardown of events
 - Assist with organization of small and large projects such as mailings, raffle item collection, and coordinating conference attendee information
- Administrative Onboarding of New Employees
 - Creating logins and providing access to resources
- Other duties as assigned

Must Haves:

Exhibits polite and professional communication via phone, e-mail, and mail.

Highly organized and self-motivated

Proficient with Microsoft Teams and office suite products and Google Suite

Basic knowledge of Salesforce NonProfit Success Pack

Generally proficient at learning new software programs

Ability to be flexible to handle multiple priorities simultaneously

Ability to work independently and as part of a team

Good written and verbal communication

Commitment to diversity and inclusion

Ability to work from home and office

Thrives in a fast-paced work environment

Education:

- An Associates degree or equivalent

Experience:

- 2-3 years of experience in administrative setting

Physical Requirements:

- Ability to lift 25 pounds on occasion

Start Date: February/March 2024

Work Location: The final candidate will have the ability to work from home and office. HBD is currently a hybrid-work organization. This position lends itself to periods of frequent in-office work.

Hours: Full-time, 40 hours per week, Exempt

Compensation: \$39,500 - \$43,700 annually

How to Apply: Send cover letter, and resume to employment@healthybirthday.org with the subject line "Administrative Assistant".

Healthy Birth Day, Inc. is an equal opportunity employer. We value diversity, equity and inclusion, and we recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of experience and skills combined with passion is a key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions. Please let us know if you require accommodations during the interview process.