



Healthy Birth Day, Inc. Office 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 6,000 babies from preventable stillbirth in the U.S. each year and to ensure that race is no longer a predictor of stillbirth.

The Office Assistant will work closely with HBD staff on general office and administrative tasks in the HBD office located in Clive, Iowa. The Office Assistant reports to our Chief Operating Officer and will support HBD's mission and values while gaining professional skills.

Roles and Responsibilities:

- Provides general office and administrative support:
 - Visits post office 1-2 times per week to mail items and check PO Box
 - Coordinates office mail and small-scale mailings
 - Maintains inventory of office supplies; orders new supplies as needed
 - Coordinate logistics of donor mailings
 - Errands within the Des Moines, Iowa metropolitan area
 - Oversee various software platforms for HBD team, including:
 - Manage number of licenses on Zoom workspace and others
 - Administrator for Google workspace
 - Liaison to IT vendor when tech issues arise
 - Help with printing, copying, binding, scanning, and preparing documents
 - Assist in the onboarding and offboarding process of employees: Managing training schedule; creating logins and providing access to resources

Other Duties as Assigned:

- Perform any additional tasks that support the organization's mission and operations as needed.

Must Haves:

- Exhibits polite and professional communication via phone, e-mail, and mail
- Highly organized and self-motivated
- Proficient with Microsoft Office suite products and Google Suite, proficient at excel
- Generally proficient and adaptable 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
- Enjoys a fast-paced work environment

Education and Experience:

- An Associates degree or 2-3 years of experience in an administrative assistant role

Physical Requirements:

- Ability to lift 25 pounds on occasion

Start Date: November 2024

Work Location: 1820 NW 118th Street, Suite 220, Clive, Iowa. In office 2-3 days per week.

Hours: Part-time, 15-16 hours per week, non-exempt

Compensation: \$20-22 per hour

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

Healthy Birth Day provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, pregnancy or any other characteristic protected by federal, state or local laws.