



Title: Assistant to the Executive Director (Part-Time)

Pay: \$18–\$22/hour (based on experience)

Schedule: Part-time, 3 days/week (daytime hours; occasional flexibility for meetings)

Reports to: Executive Director

Location: Mercy House (on-site)

Position Summary

Provide direct administrative and office support to the Executive Director to keep Mercy House organized, responsive, and compliant day-to-day. This role focuses on communication support, documentation, purchasing/coordination, and keeping records and trackers up to date.

Essential Duties

Administrative support

- Manage the Executive Director's calendar: scheduling, confirmations, reminders
- Draft, format, and send routine correspondence (emails, letters, memos)
- Answer and route calls/messages; take accurate notes and relay information promptly
- Prepare meeting materials (agendas, packets), take notes as requested, and track follow-ups
- Maintain organized electronic and paper filing systems

Documentation and record upkeep

- Create/maintain trackers (basic Excel/Sheets): contacts, vendors, maintenance requests, supplies, etc.
- Assemble and organize non-clinical documents for admissions/support-files as assigned (no clinical decision-making)
- Maintain inventory and documentation for office/admin needs (forms, printed materials, binders)

Operational coordination

- Coordinate vendors and service calls (obtain quotes, schedule appointments, confirm access)
- Track work orders/repairs and follow up until completion
- Order office and household supplies per approved lists/budgets; keep receipts organized for reconciliation

Front office & communication

- Support communication with families/POAs for administrative items as assigned (billing questions routed per ED direction)
- Prepare mailings and basic office tasks (printing, scanning, mailing, filing)

Required Qualifications

- 2+ years' administrative assistant/office coordinator experience (preferred)
- Strong written communication and professional phone etiquette
- Proficiency with Microsoft Word/Excel (or Google Docs/Sheets)
- High discretion with confidential information (HIPAA awareness strongly preferred)
- Strong organization, follow-through, and ability to prioritize independently

Work Style Expectations

- Calm, professional, and dependable in a sensitive end-of-life setting
- Comfortable working with minimal supervision and clear task lists
- Able to handle interruptions and shift priorities appropriately