



2913 Kensington Ave, Philadelphia, PA 19134 | 215-634-5272 | www.ppponline.org

DIRECTORS' ASSISTANT

Start date: March 1, 2020

Prevention Point Philadelphia (PPP) is a private, nonprofit public health organization providing harm reduction services to Philadelphia and the surrounding area. PPP is committed to protecting the health and welfare of drug users and sex workers by offering a safe and humane alternative to the war on drugs while advocating for humane public policies and programs.

The breadth of services we provide our community has expanded to include case management, medical care, overdose prevention education, and naloxone distribution. In addition, we offer housing, mail services for the homeless, Medication Assisted Treatment (MAT), legal services, and meals.

Position Description

The Directors' Assistant will provide administrative support for Prevention Point's team of five to six directors in scheduling meetings, coordinating correspondence, assisting with clerical work, and maintaining quality work spaces. This individual will be responsible for the following tasks:

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate meetings with teams and external partners
- Confirm and set-up for scheduled meetings
- Collate and distribute correspondence
- Prepare communications, such as memos, emails, invoices, reports, and other correspondence
- Write and edit documents from letters to reports and instructional documents, operation manuals, job descriptions, etc
- Take notes at meetings to distribute and follow-up as needed
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping, including completing receipt vouchers and invoice requests
- Assisting with other financial/clerical work such as petty cash
- Keeping newsroom and other communal work spaces stocked and clean
- Assist with ordering and inventory of program supplies for each building
- Updating building signage and sending informational emails to external partners
- Other tasks as assigned by each director

Qualifications

Applicants should exhibit the values of our organization and be passionate about making a difference. We are seeking an individual who is organized, highly motivated, and has initiative. Those with previous experience as an administrative assistant preferred.

Applications

Please send resume and cover letter to admin@ppponline.org