WANTED: A versatile Office Assistant at ACT!

PAY RATE: $17.00/hour

WHY WORK AT ACT?

At Advancing Connecticut Together (ACT), we work to improve the lives of people impacted by poverty and economic disparities, health disparities like HIV/AIDS, homelessness and substance use issues through three programmatic divisions (AIDS CT, CAHS and CFHR). We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our participants.

WHAT WILL YOU DO AS OFFICE ASSISTANT?

You will do a lot! Most importantly, you will assist with office administration related tasks; managing the telephone system, greeting visitors, and keeping the office neat. You will place orders and make shopping trips to support the supply needs of the main office and satellite locations.

But wait, there’s more! You will also log incoming checks and invoices, receive and distribute incoming mail and packages, and support other departments in various capacities as requested.

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Are comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Have a non-judgmental attitude when working with people of diverse backgrounds and viewpoints
- Have strong computer skills, including proficiency in the Microsoft Office Suite, and the ability to type 50 words per minute (skill will be tested at interview)
- Have the physical ability to lift and move up to 30 lbs
- Have excellent written and verbal communication skills
- Are a critical thinker, a problem solver, and resourceful
- Are creative, flexible, and able to work as part of a team
- Enjoy working in a fast paced environment
- Are organized and able to manage your time independently
- Are willing to work and travel between satellite offices in the Hartford area

BONUS POINTS IF:

- You have data entry experience
- You have a personal connection to ACT
WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous Paid Time Off (PTO) policy
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 100% up to 3% of pay
- Free off-street parking

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter, resume, and pay requirements to apply@act-ct.org with “Office Assistant” in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

Advancing CT Together, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.