

AccelHealth

Position Description

I. POSITION INFORMATION

- A. POSITION:** Administrative Coordinator
- B. CLASSIFICATION:** Non-Exempt
- C. ACCOUNTABLE TO:** HR Director
- D. DEPARTMENT:** Administration
- E. PROGRAM:** CHC
- F. OSHA CATEGORY:** 3

II. JOB SUMMARY

An Administrative Assistant provides essential support to ensure the smooth operation of the organization. This role performs highly responsible, confidential, and complex administrative assignments for the Executive Team, Directors, and Human Resources.

In addition to general administrative duties, the Administrative Assistant provides support with organizational events, employee engagement activities, internal communications, and social media content. This position assists with planning, coordinating, preparing, setting up, and supporting employee and organizational events and activities.

The Administrative Assistant may assist with preparing materials for meetings, taking minutes when needed, coordinating logistics, and supporting special projects. This role exercises independent judgment, understands the requirement for flexibility, and accommodates shifting priorities while staying organized and on task.

III. RESPONSIBILITIES AND AUTHORITIES

- A.** Answers and screens telephone calls and delivers telephone messages for the Executive Team; arranges conference calls.
- B.** Greets scheduled visitors and conducts them to appropriate areas or personnel.
- C.** Assists HR with orientation and onboarding activities.
- D.** Types correspondence for the Executive Team, including mailed communications, requested faxes, email, and confidential correspondence; provides clerical support to staff as needed.
- E.** Prepares purchase requisitions for the Executive Team as needed.
- F.** Assists management with preparation of grant applications, as requested.

G. Creates and maintains filing systems and databases to ensure accurate recordkeeping and ease of access.

H. Manages the flow of internal and external mail; receives, logs, and distributes incoming daily mail to appropriate personnel.

J. Coordinates and arranges meetings, workshops, and all-staff meetings; prepares agendas, coordinates meeting logistics, reserves and prepares facilities, and assists with meeting materials and follow-up as needed.

K. Manages petty cash fund, including logging disbursements, reconciling funds with appropriate personnel, and requesting reimbursement up to \$500.00.

L. Manages internal keys for facilities.

M. Composes and types correspondence and reports as requested.

N. Manages, schedules, and tracks company vehicle maintenance, including routine servicing, inspections, repairs, registration, and related documentation to ensure vehicles remain safe and operational.

O. Maintains confidentiality of all corporate and personnel matters.

Employee Engagement, Events & Organizational Activities

Q. Assists HR and organizational leadership with planning, coordinating, and implementing employee engagement activities, recognition programs, staff celebrations, and other initiatives designed to support employee morale and connection.

R. Assists with planning and coordinating company events, including developing timelines, coordinating logistics, communicating event details, ordering or gathering supplies, preparing materials, and assisting with event-day activities.

S. Assists with the physical setup and breakdown of meetings, employee events, celebrations, workshops, and other organizational activities, including arranging tables, chairs, decorations, signage, supplies, and other materials as needed.

T. Helps coordinate employee appreciation and recognition activities, including gathering materials, preparing recognition items, assisting with employee celebrations, and supporting HR with Employee of the Month, work anniversaries, employee appreciation events, and similar initiatives.

U. Assists HR with employee engagement initiatives, including surveys, feedback activities, Culture/Vibe Tribe activities, employee communications, and other projects designed to improve the employee experience.

Social Media & Communications

V. Assists with developing, gathering, organizing, and preparing content for AccelHealth social media and internal communication channels.

W. Assists with creating and coordinating social media posts recognizing employee achievements, work anniversaries, employee appreciation activities, organizational events, community activities, and other approved AccelHealth initiatives.

X. Assists with gathering photographs, information, employee highlights, event details, and other content needed for approved social media and organizational communications.

Y. Assists with scheduling and posting approved social media content and organizational announcements in accordance with AccelHealth communication procedures and leadership direction.

Z. Ensures that all social media and employee-related content maintains professionalism, confidentiality, privacy, and compliance with organizational policies.

Administrative & Special Project Support

AA. Assists the HR Director, Executive Team, and Directors with special projects, organizational initiatives, and administrative assignments as needed.

AB. Monitors assigned projects and activities to help ensure deadlines, materials, communications, and logistical needs are completed timely.

AC. Assists with coordinating projects that involve multiple departments or clinic locations and communicates relevant information to appropriate personnel.

AD. Provides support for organizational initiatives and activities at De Leon, Brownwood, Stephenville, and other AccelHealth locations as needed.

ADDITIONAL RESPONSIBILITIES

A. Assists other staff members with their duties as workload dictates.

B. Attends seminars and conferences as needed or requested.

C. Uses equipment safely and effectively.

D. Demonstrates awareness of the organization's mission and values and knowledge of patient rights as applicable to assigned duties.

E. Complies with in-service requirements and attends mandatory meetings.

F. Uses and protects access codes for computer and time station.

G. Utilizes the employee handbook, chain of supervision, and other organizational resources.

IV. MINIMUM JOB REQUIREMENTS/EDUCATION

A. High school diploma or equivalent required; associate or bachelor's degree preferred.

- B.** 1–3 years of administrative or clerical experience preferred.
- C.** One year of experience in a healthcare office preferred.
- D.** Bilingual in English/Spanish preferred.
- E.** Proficient with Microsoft Office Word, Excel, and PowerPoint.
- F.** Detail-oriented with strong organizational skills.
- G.** Verbal and written communication ability is required to prepare reports, take notes at meetings, and compose letters, emails, and memos using proper rules of grammar, spelling, and punctuation.
- H.** Professional demeanor and excellent customer service skills.
- I.** Demonstrated ability to multitask, prioritize competing responsibilities, and manage shifting deadlines.
- J.** Fosters workable, effective, and productive relationships with staff, administration, corporate and community organizational executives, and personnel.
- K.** Must have reliable transportation.
- L.** Must have a valid State of Texas driver's license and be insurable.
- M.** Demonstrated ability to assist with event planning, coordination, and organizational activities.
- N.** Basic understanding of social media platforms and content development preferred.
- O.** Demonstrated ability to maintain confidentiality and exercise appropriate judgment when working with employee, organizational, and other sensitive information.

V. PHYSICAL REQUIREMENTS

- A.** Must be able to perform the essential functions of the position.
- B.** Must be able to meet the attendance requirements of the position.
- C.** Must be able to communicate with the public and staff.
- D.** Must be able to access all other agency locations unassisted.
- E.** Must not pose a direct threat to the health or safety of other individuals in the workplace.
- F.** Must be able to assist with the physical setup and breakdown of meetings, events, and organizational activities, including moving and arranging tables, chairs, supplies, decorations, signage, and other event materials as needed.

EMPLOYEE ACKNOWLEDGMENT

By signing below, I acknowledge that I have received a copy of this job description, that I have had an opportunity to review it, that it has been discussed with me, and I believe I can fulfill the duties contained therein.

Employee Signature: _____

Date: _____