Amplify
A Trusted Voice for Healthy Communities

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| Position Title: | Administrative Assistant |
| Location: | 178 Oakwood Drive, Glastonbury, CT |
| Position Type: | Part time, 20 hours |
| Salary: | $22-$24/ hour commensurate with experience |

## Position Summary

We are seeking a highly organized, dependable, and proactive Administrative Assistant to support the day-to-day operations of our growing nonprofit organization. This role will work closely with the Office Manager to ensure a welcoming, efficient, and well-maintained workplace while providing administrative and operational support across the organization.

## Responsibilities:

- Office Administration: Provide general administrative support, including filing, data entry, document preparation, scheduling, and correspondence.
- Facilities Coordination: Assist with day-to-day facility needs, maintenance requests, repairs, vendor coordination, and ensuring office spaces are clean, safe, and functional.
- Office Supplies & Inventory: Monitor, order, organize, and maintain office, kitchen, cleaning, and other operational supplies.
- Vendor & Purchasing Support: Coordinate deliveries, track purchases, maintain vendor relationships, and assist with invoices and expense documentation.
- Meeting & Event Support: Assist with meeting room preparation, staff gatherings, organizational events, and special projects.
- Staff & Visitor Support: Welcome visitors, respond to general inquiries, and help staff with everyday office and operational needs.
- General Operations: Support the Office Manager with organizational projects, process improvements, and other duties as needed in a growing nonprofit environment

## Qualifications and Skills:

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to multitask, prioritize, and work independently.
- Comfortable using Microsoft Office, Google Workspace, and basic office technology.
- Flexible, resourceful, and willing to take initiative.
- Previous administrative or office support experience preferred.
- Commitment to the organization's mission and a collaborative, service-oriented work environment.

**Ideal Candidate:** Someone who enjoys keeping things organized, notices what needs to be done, takes initiative, and is comfortable wearing multiple hats as the organization continues to grow.

***We understand what it takes to do this work well and be well. We offer competitive benefits including:***

- Paid time off includes: fourteen holidays, plus vacation and sick time.

**To apply:** Email resume and cover letter to careers@amplifyct.org with "Administrative Assistant" in the title.
**To learn more:** Visit www.amplifyct.org.

Amplify, Inc. is an equal opportunity employer and considers all qualified applicants equally without regard to race, religion, sex, sexual orientation, veteran status, national origin, or disability status.