Administrative Associate

Health Brigade (HB), formerly Fan Free Clinic, is seeking a full-time Administrative Associate to support the smooth operation of the agency through clerical, organizational, and administrative support. The Administrative Associate plays a vital role in ensuring daily processes run efficiently by working with staff, volunteers, and patients/clients across programs.

Requirements & Duties

- Perform general clerical duties such as filing, organizing supplies, and maintaining order in shared spaces.
- Run errands including purchasing gift cards, visiting the post office, and making bank deposits (reliable personal transportation required).
- Sort and distribute incoming mail.
- Assist with check preparation, stuffing, and copying grant-related checks for records.
- Track receipts, reconcile expenses, and maintain administrative records.
- Monitor incoming faxes via Updox and Athena systems.
- Print and prepare testing forms for clinic use.
- Pull reports from Athena and update appointment records with relevant notes.
- Maintain stock of forms and supplies in reception and consultation areas (e.g., condoms, light bulbs) and update clocks as needed.
- Run daily OBO (Over-the-Counter Billing) report and deliver front desk cash to the Finance Associate.
- Enter CTR (Client Testing Record) form data into Athena.

Knowledge, Skills & Abilities

- Proficiency with Microsoft Office (Word, Excel, Outlook).
- Strong attention to detail and organizational skills.
- Ability to manage confidential and sensitive information with discretion.
- Capable of meeting deadlines with minimal supervision.
- Comfortable working with diverse populations and as part of a team.
- Self-directed, proactive, and adaptable.
- Bilingual (Spanish/English) strongly preferred.

Schedule & Compensation

Job Type: Full-Time (Monday–Friday, 8-hour shifts, no weekends)

Compensation: $17.00/hour plus benefits, generous PTO and holiday schedule, flexible work environment.

To Apply

Email resume and a list of three professional references to: Polly Foster – pfoster@healthbrigade.org.

Please complete the application at https://form.jotform.com/252505741787161 by October 1, 2025.

Any resume sent without the accompanying references and application will not be considered. No phone calls please.

Workplace Health & Safety

Health Brigade serves many patients and clients with compromised immune systems. Our commitment to them and to each other is to take health seriously and never place others at risk for illnesses we may be spreading with or without symptoms. Therefore, it is mandatory for those working at Health Brigade to provide verification of the following prior to your first day:

- Verification of last flu vaccine
- Verification of TB screening within the past 12 months
- Verification of COVID vaccine

If you are offered a position and have not met these requirements, a consult with Health Brigade's Medical Director will be required to develop a plan toward adherence. This may delay your start date.

Health Brigade is an Equal Opportunity Employer.