

JOB DESCRIPTION

FPIN (Family Physicians Inquiries Network) is a national nonprofit organization. Since 1998, we have grown and published over 3,000 manuscripts in prestigious medical journals such as **The Journal of Family Practice** and **American Family Physician**. We currently have a national medical editorial staff that exceeds 35 and we produce our own journal, **Evidence-Based Practice**. When recruiting for new employees and interns, we look for people who thrive on giving 100% to make a difference in every project for which they are contributing. We are proud to offer a casual and fun atmosphere that still promotes the highest level of professionalism.

Vision: "FPIN envisions a primary care workforce that thinks critically, communicates expertly, and utilizes the best current evidence to improve the health of patients."

Mission: "FPIN provides quality education and professional development for primary care clinicians to practice evidence-based medicine and produce scholarship."

FPIN VALUES

- We value... Answering the most important questions in primary care with the best and most recent evidence.
- We value...Caring for our community with respect and contributing to their professional growth.
- We value... Service that is so remarkable and rare that people can't help but talk about us.

Administrative Assistant

Responsibilities:

1. Executive Director (ED) Direct Support

Time Spent - 40%

Enhances ED's effectiveness and efficiency by providing direct management support & representing the executive to others.

- Coordinates the ED calendar, task oversight, time, and schedule.
- Keeps confidential information safe.
- Responsible for representing the executive to staff, contributors, and external parties with professionalism.
- Conserves ED's time by researching information needed for projects, preparing correspondence, and collecting information needed in advance of conference calls and meetings.
- Supports the ED in achieving organizational goals.
- Collect bi-weekly PTO forms from employees to support ED in processing payroll.
- Collect, organize, and submit monthly expense receipts to external CPA firm.

2. Office Management

Time Spent - 20%

Maintains office services by organizing office operations and procedures.

- Manages the supplies in the office.
- Guarantees that the office is free of maintenance issues.
- Acts as the liaison to external requests, vendors, and/or contractors.
- Mail management.
- Phones and customer service.

3. Special Project Coordination

Time Spent - 40%

Execute ED and administrative staff requests regarding organizational events and travel. This will include coordinating all aspects of professional meetings and events including pertinent details such as location, transportation, food, entertainment, and setup/cleanup.

- Coordinates travel for ED, Staff, and contributors as needed.
- Coordinates and prepares agendas for ED and staff meetings, conference calls, conferences, board meetings, and events.
- Update web content.
- Update member resources as requested.
- Generate reports.
- Special Projects as assigned.

QUALIFICATIONS:

- Proficient with Microsoft Office
- Excellent references
- Great communication skills
- Positive attitude
- Adaptable
- Comfortable working with new technology

Hours/Compensation:

- \$13-18/hour commensurate with experience
- 25 to 27.5 hours/week
- Schedule: Monday-Friday 10 AM to 3 OR 10 AM to 4 PM
- Could potentially include some optional overnight paid travel
- Non-exempt position

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