



# SOCIETY<sup>to</sup> IMPROVE DIAGNOSIS<sup>in</sup> MEDICINE

*Better outcomes through better diagnosis.*

## Position Summary

Title: Administrative Assistant I  
Reports to: Chief of Staff  
Department: Operations  
Supervises: None  
FLSA Status: Full-time, nonexempt  
Location: Atlanta, GA  
Date revised: April 2023

### Our Organization

The Society to Improve Diagnosis in Medicine (SIDM) catalyzes and leads change to improve diagnosis and eliminate harm, in partnership with patients, their families, the healthcare community, and every interested stakeholder. <http://www.improvediagnosis.org>

### The Position

As Administrative Assistant, you will support the Chief of Staff in providing operational effectiveness to SIDM's C-Suite. By the direction of the Chief of Staff, you will provide administrative support to SIDM's executive and management team. The Administrative Assistant will perform various administrative and secretarial duties across multiple disciplines, including the Office of the CEO, Research & Programs, General Operations, and Event Support. This unique opportunity allows engagement with all aspects of the organization through cross-functional support.

The duties involve a wide variety of diverse, complex, and confidential administrative tasks, including coordinating calendars, research, preparing reports, agendas, memorandums, and other administrative tasks. The incumbent will skillfully manage competing priorities, be a critical thinker in a start-up environment, be self-directed, and extremely detail-oriented.

### Responsibilities

- Provide general administrative support to SIDM's management team, including scheduling, travel arrangements, and managing expense reports.
- Prepare agendas, capture, and distribute minutes for internal and external meetings as directed.
- Assist in preparing background materials for meetings, including research, reports, and presentations.
- Monitor, receive and screen inquiries from multiple general email and voicemail accounts; respond to routine and non-routine requests with discretion.
- Retrieve and open all SIDM mail and direct appropriately.
- Record, document all checks, EFTs and other forms of payment to SIDM in accordance with the Development and Finance policies and procedures.
- Manage electronic filing systems, ensuring naming consistency, and appropriate security access.
- Coordinate staff meetings, retreats, and other organization events.
- Provide confidential support to the "executives" on issues related to SIDM business, internal office concerns, human resource issues, or organizational processes.
- Run various errands on behalf of SIDM.

### Education & Experience

- Associate degree in business administration, or another related field preferred or equivalent work experience
- 2-3 years' experience providing administrative support
- Proficient in Microsoft O365 Suite (Word, Excel, PowerPoint, Teams, SharePoint)
- CRM experience a plus
- Proficiency in creating clear, concise communication collateral for an internal or external audience
- Ability to work proactively in an ambiguous, dynamic, entrepreneurial organization

#### **Skills and Abilities**

- Valid Driver's License
- Excellent written and oral communication skills
- Action-oriented with excellent follow-through skills
- Able to work efficiently and effectively in a virtual environment
- Thrives in a fast-paced environment
- Self-reliant, results oriented, an excellent problem solver
- Anticipates needs and resolves issues before, and as they arise
- Understands and respects the need for confidentiality
- Strong attention to detail and the ability to work individually and within a multidisciplinary team, external partners and vendors
- Collaborative and able to advocate on behalf of self and others in support of the mission and efficient teamwork

#### **Work Environment**

- Virtual office; some work at off-site locations in Atlanta area, will be required
- Smoke- and drug-free environment
- This role routinely uses standard office equipment such as computers, phones, scanners.
- SIDM is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SIDM does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SIDM is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

To apply: Send cover letter, resume and salary history to [careers@improvediagnosis.org](mailto:careers@improvediagnosis.org).