The Penn Center for Community Health Workers is a community-academic collaboration that is part of the University of Pennsylvania Health System. Our mission is to improve health in high-risk populations through the effective use of Community Health Workers, natural helpers who share life experiences with high-risk patients. CHWs are hired from within the local community and support their patients to set and achieve personal health goals. They help patients navigate the health care system and address key health barriers, such as affordable access to fresh food and housing. People who have worked with our CHWs have better patient experiences, improved health outcomes and fewer repeat visits to the hospital. The Center has received national attention as a leader in advancing evidence-based models for CHW care. Our work has been featured in the New York Times, on National Public Radio (NPR), and in Forbes magazine. We are a growing organization and seek to hire an organized and personable Administrative Coordinator.

**Key Duties and Responsibilities:**
- Respond to requests and provide information to interested parties about the Center and our work
- Receive and direct visitors
- Screen calls and direct them to the appropriate party
- Arrange meetings and other events, including interviews and site visits
- Manage calendars for the Director and Executive Director and make travel arrangements
- Work with vendors, including Facilities and Information Services, to ensure smooth functioning of office
- Organize and maintain filing systems, including internal resources and external correspondence
- Manage administrative elements of projects, including hiring new staff

**Minimum Requirements:**
- Education: High school diploma. Associates/Bachelor’s degree a plus
- Prior administrative experience preferred
- Exceptional organizational systems and skills
- Extremely familiar with Microsoft Word, Excel, Powerpoint and Adobe Acrobat
- Ability to learn new computer applications, as necessary
- Excellent oral and written communication skills
- Ability to work well with all levels of staff, as well as outside clients and vendors
- Sensitivity to confidential information, including patient medical information
- Must be willing to commit to two years of employment

**Application Process**

Please email cover letter and resume to Raina Kulkarni at rkulk@mail.med.upenn.edu with subject title “Admin Coordinator Application.” Emailed applications are preferred, but materials can also be faxed into 215-243-3254, with attention to Raina Kulkarni.

Penn Center for Community Health Workers
3801 Market Street, Suite 200
Philadelphia, PA 19104
Telephone: 215.662.8624