



AIDS Connecticut

110 Bartholomew Ave, Ste 3050, Hartford CT 06106 • T 860-247-AIDS • F 860-951-4779 • aids-ct.org

WANTED: A versatile Office Assistant at ACT!

WHY WORK AT AIDS CONNECTICUT?

At AIDS Connecticut, we work with our member agencies to improve the lives of people impacted by HIV/AIDS through care and supportive services, housing assistance, advocacy, trainings, and prevention. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

WHAT WILL YOU DO AS OFFICE ASSISTANT?

You will do a lot! Most importantly, you will assist with prevention program and office administration related tasks. On the prevention side, you will enter data for our syringe exchange and naloxone distribution programs. You will also make various care kits for community distribution (e.g., harm reduction kits, condom packets, naloxone/overdose kits). On the office administration side, you will manage the telephone system, greet visitors, and keep the office neat.

But wait, there's more! You will also assist with the running of the Community Distribution Center, a warehouse that contains educational materials, condoms, and other materials. These duties include assisting customers, unpacking shipments, conducting inventory counts, processing orders, and keeping the warehouse tidy.

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Are comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Have a non-judgmental attitude when working with people of diverse backgrounds and viewpoints
- Have strong computer skills, including proficiency in the Microsoft Office Suite, and the ability to type 50 words per minute (skill will be tested at interview)
- Have the physical ability to lift and move up to 50 lbs
- Have excellent written and verbal communication skills
- Are a critical thinker, a problem solver, and resourceful
- Are creative, flexible, and able to work as part of a team
- Enjoy working in a fast paced environment
- Are organized and able to manage your time independently
- Are willing to work in the Hartford area

BONUS POINTS IF:

- You have data entry experience
- You have a personal connection to AIDS Connecticut



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WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous paid time off
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 50% up to 3% of pay
- Free off-street parking

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter, resume, and pay requirements to apply@aids-ct.org with “Office Assistant” in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.