



Position Description: Administrative Assistant, Full Time, In-house

Ponte Vedra Beach, FL

Organization

Brain Tumor Network (BTN) is dedicated to delivering individualized navigational services for both adult and pediatric patients across the United States who have been diagnosed with a primary brain tumor. Our navigation services are provided at no cost, through a compassionate team of credentialed nurses and social workers, enabling patients and their caregivers to make informed decisions about their treatment options. For more details, please visit our website at www.braintumornetwork.org.

Position Summary

The Administrative Assistant will report directly to the BTN Executive Director and will be based in BTN's Ponte Vedra Beach office, working full-time from Monday to Friday, 8:00 AM to 5:00 PM. This role is essential in providing support to the Brain Tumor Network and its affiliated organizations, The Sontag Foundation and The Sontag Investment Fund.

Responsibilities:

- Uphold the highest standards of confidentiality regarding all patient information
- Manage all administrative and clerical tasks within the office, including overseeing mail distribution and maintaining inventory of office and kitchen supplies
- Collaborate closely with the Executive Administrative Assistant at The Sontag Foundation to provide coverage during lunch breaks, vacations, and absences
- Serve as the first point of contact by managing the main phone line for the Brain Tumor Network.
- Organize marketing materials and conduct monthly inventory assessments
- Liaise with landlords and suppliers to coordinate necessary services and repairs
- Oversee donation management through Classy software, ensuring accurate record-keeping
- Update donor contact information in the BrainCloud database
- Generate and distribute donor and gift reports for the President and Board of Directors
- Maintain and organize prospect lists in the donor database, including digital communications and mass mailings
- Handle incoming and outgoing correspondence, including emails, phone calls, and packages
- Arrange travel logistics for BTN/Sontag employees as needed
- Conduct quarterly mortality searches
- Undertake additional responsibilities as assigned by both Brain Tumor Network and Sontag Foundation leadership as needed

Qualifications:

- An associate's degree is required.
- Strong attention to detail and accuracy is essential.
- Proficiency in computer applications, particularly MS Office 365, Adobe Acrobat, and Microsoft TEAMS is necessary. Experience with Salesforce is a plus
- Ability to prioritize assignments and demonstrate excellent customer service that reflects the mission and values of the organizations
- Exceptional organizational and time management skills are required.
- Strong interpersonal skills and adaptability are essential for success in this role.
- Ability to work independently while also being an integral team member.

Experience: A minimum of two years administrative assistance experience is required

