



### **SMILE ON 60+ ADMINISTRATIVE ASSISTANT/DATA SPECIALIST**

Interfaith Dental's SMILE ON 60+ Administrative Assistant will provide support to the Program Director and assist the SMILE ON team in daily office needs and administrative activities of SMILE ON Senior Oral Health program. SMILE ON is an innovative, statewide, sustainable initiative with the goal of improving the overall health and quality of life of low-income, mobile seniors age 60+ through access to oral healthcare services and community education.

This position reports to the SMILE ON Program Director.

#### **DUTIES AND RESPONSIBILITIES:**

- Provide general administrative and clerical support to SMILE ON 60+ Program Director and team members.
- Assist the Program Director in preparations of accurate and timely monthly reporting records for all grant related activities.
- Organizing and scheduling appointments with admin software
- Prepare detailed minutes of meetings and communications
- Perform data entry for the electronic records and hard copy filing system.
- Create, refine, and generate reports on data and outcomes as requested by leadership.
- Processes special program referrals including scheduling new patient appointments and getting treatment plans approved.
- Maintain documentations, correspondences, and reports for SMILE ON 60+ team.
- Other administrative duties as assigned.

#### **Qualifications:**

- High school diploma or equivalent required (Associates degree in related field preferred).
- 2+ years of hands on administrative support experience (Dental Office experience a plus).
- Exceptional written and oral communications skills.
- Experience with all Microsoft Office applications.
- Working knowledge of standard office systems, procedures, and equipment.
- Excellent time management skills and the ability to prioritize work and multi-task.
- Strong organizational skills and attention to detail is essential.
- Ability to problem solve and provide research of the program.
- Established comfort working with diverse cultures, backgrounds, lifestyles and experiences.

#### **Contact Information and Procedure:**

All interested candidates should submit a current resume and a cover letter to [holly@smileon60plus.com](mailto:holly@smileon60plus.com) expressing interest in and fit for the position.

**The mission of Interfaith Dental is to create a healthier community by providing transformational oral health care for those experiencing poverty.**

[www.interfaithdentalclinic.com](http://www.interfaithdentalclinic.com)