



## EMPLOYMENT OPPORTUNITY

### Part-time Administrative Assistant

Location:	Southern Maryland preferred, particularly St. Mary's County or surrounding area
Position Type:	Part-time
Work Arrangement:	Hybrid – a few in-office hours per week, with additional work completed remotely
Pay Range:	\$19-\$25 per hour (determined by experience, administrative skill level, and familiarity with healthcare, hospital operations, proposal support, and SharePoint.)
Reports To:	Director

### About the Role

Seeking a reliable, organized, and proactive part-time administrative assistant to support the division of Initial Outfitting, Transition, and Activation. This role is ideal for someone who enjoys keeping things organized, managing details, and helping a busy professional team stay on top of priorities, proposals, schedules, documents, SharePoint organization, communications, agendas, meeting minutes, and follow-up tasks.

The ideal candidate is local to Southern Maryland, preferably in or near St. Mary's County, and available to work in-office for a few hours each week. Additional work will be completed remotely.

### Responsibilities

**The Administrative Assistant will provide general administrative and coordination support, including:**

- Managing calendars, scheduling meetings, and helping coordinate team availability
- Creating meeting agendas and preparing materials in advance of meetings
- Taking meeting minutes and documenting key decisions, action items, and follow-up tasks
- Preparing, organizing, and formatting documents, notes, and meeting materials
- Supporting proposal-related administrative tasks, including formatting, organizing content, tracking deadlines, and coordinating materials
- Assisting with SharePoint organization, file management, document tracking, and folder maintenance
- Tracking follow-up items, deadlines, and action items
- Assisting with email organization and routine communications
- Maintaining organized digital files and records
- Supporting meeting preparation and post-meeting documentation
- Helping coordinate logistics for internal tasks, office needs, or project-related activities
- Performing general administrative duties as assigned





## Preferred Qualifications

### The ideal candidate will have:

- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to prepare professional agendas, meeting notes, and follow-up documentation
- Ability to take clear, accurate meeting minutes and organize action items
- Comfortable supporting proposal-related administrative tasks, document formatting, and deadline tracking
- Familiarity with SharePoint, Microsoft Teams, Outlook, Word, Excel and other Microsoft Office tools
- Ability to manage confidential information with professionalism and discretion
- Ability to work independently and follow through on assigned tasks
- Reliable transportation for occasional in-office work
- Prior administrative, healthcare, hospital, clinical department, proposal coordination, SharePoint or project coordination experience

**Knowledge of how hospitals functions, clinical department workflows, healthcare operations, proposal support, or SharePoint organization is a plus and may be considered when determining hourly rate.**

## Schedule

This is a part-time position with flexible hours. The role will require only a few in-office hours per week, with additional work completed remotely based on task needs and schedule requirements.

## Ideal Candidate

This role is a good fit for someone who is dependable, detail-oriented, responsive, and comfortable supporting a fast-paced professional environment. The right person will be able to anticipate needs, stay organized, protect confidentiality, document discussions clearly, assist with proposal and SharePoint tasks, and help keep tasks and communications moving smoothly.

## How to Apply

Interested candidates should submit a resume and a brief message describing their administrative experience, availability, location and any relevant healthcare, hospital operations, proposal support, SharePoint, or project coordination experience via our VCG website “Careers” page (<https://vetcon.org/careers-1>).

