

Secretary

Position Description

Title of position:	Secretary
Reports to:	Director of Communications
Term of position:	Reviewed after 1 year
Type of role:	Voluntary

Organisation Overview

Melanin Medics is a non-profit charitable organisation for the present and future African and Caribbean doctor. Our mission is to promote diversity in Medicine, widen aspirations and aid career progression through educational programmes, social empowerment and valuable resources. We are focused on implementing positive, practical solutions to support African and Caribbean aspiring medics, medical students and doctors in the UK who have been found to face a number of challenges on their career journeys.

Founded in 2017, Melanin Medics serves over 900 members collectively within our networks of aspiring medics, medical students and doctors. Melanin Medics is committed to being a representative voice for both the current and future African and Caribbean doctor in the UK.

We believe that the power of our organisation comes from the passionate people who believe in our mission and similarly desire to make a difference to those around them. Melanin Medics is a rewarding working environment that provides our team with a strong sense of achievement and recognition for the important work we do.

Job Overview

The Secretary is responsible for performing administrative tasks within the organisation.

Responsibilities and Duties

- Coordinate arrangements, meetings and/or conferences as assigned.
- Take dictation and write minutes
- Compile proofread and revise drafts of documents and reports.
- Daily record keeping and filing of documents.
- Prepare reports, presentations and correspondence accurately and swiftly.
- Create and organize information
- Answer, screen and respond to emails, messages and other correspondence.
- Operate and maintain office equipment.
- Manage busy calendar, meeting coordination and travel arrangements.
- Professionally greet and receive guests and clients.
- Ensure efficient and effective administrative information and assistance.
- Entering and updating organisation, employee, and client records.
- Managing our CRM system and producing regular Newsletters
- Support the team with ad hoc administrative duties as required
- Must play an active role in engaging in Melanin Medics Projects, for the operational year

To apply: please complete the Application form and submit your along with the names and contact details of two references via <https://tally.so/r/meqQKx>. **Deadline:** 30th of June 2022



Essential Selection Criteria

- Methodical thinker with detailed research proficiencies
- Proficient in all Microsoft Office
- Ability to manage databases
- Excellent written and verbal communication skills
- The ability to work in a fast-paced environment
- The ability to handle multiple projects concurrently
- Effective communication skills

Desirable Selection Criteria

- Experience working in a not-for-profit organisation or charity role with exposure to the not-for-profit sector would be an advantage
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with leadership team
- Thorough understanding of clerical and secretarial principles.

Organisational Relationships

- Reports to the Director of Communications
- Manages significant projects and/or functions, including responsibility within the organisation for external/internal communications
- Works closely with: Director of Communications, Communications Officers, and the Chief Executive

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