

## **Administrative Coordinator**

Acadiana CARES, in conjunction with the Louisiana Office of Public Health STD/HIV/Hepatitis Program, is seeking applicants for the Administrative Coordinator position, which performs clerical duties according to defined procedures for well-established LA HAP Program and other Administrative duties within the Louisiana Department of Health (LDH) Office of Public Health (OPH) STD/HIV/Hepatitis Program (SHHP). Work includes administrative tasks at the front desk or within or at assigned office space by answering the phone, talking on the phone, periods of standing, sitting, using computers for data entry, scanning documents, shipping, and disseminating mail and other pertinent information. Interaction with related agency representatives and the public and staff are expected. work shall be completed physically at the SHHP central office 100 % in New Orleans for at least six months, followed by some remote work flexibility as determined by LDH.

### **Minimum Qualifications:**

A high school diploma or equivalent. Minimum of three years of clerical experience, with the ability to work with people of diverse lifestyles and backgrounds.

**Open Until Filled; Applicants** should submit a resume to [SHP\\_Resumes@la.gov](mailto:SHP_Resumes@la.gov); Must reference the position name in the subject line. EOE/AA Employer