



Louisiana Community Health Outreach Network

1226 N. Broad St.

New Orleans, LA 70119

Administration Assistant Job Description

- 1. Schedule appointments**
- 2. Schedule and coordinate meetings**
- 3. Prepare communications: such as mail, invoices, reports, and other correspondence**
- 4. Write and edit documents: letters, reports, and instructional documents**
- 5. Create and maintain filing systems, both electronic and physical**
- 6. Manage accounts and perform bookkeeping**
- 7. Find grants to support LACHON**