

Administrative Assistant

Location: Charlotte, NC

Employment Type: Full-Time

About the Role

We're looking for a compassionate, detail-oriented **Administrative Assistant** to join our team and help advance the mission of **NC Health Partners** and our nonprofit organization, **McCormick Cares**.

In this role, you'll work closely with our **Executive Director** and **CEO** to provide high-level administrative support, coordinate community initiatives, and keep daily operations running smoothly.

You'll play an essential part in helping our leadership team serve youth and families—keeping programs organized, communication flowing, and partnerships strong. If you thrive in a collaborative environment and enjoy work that makes a difference, we'd love to hear from you.

Key Responsibilities

- Support the Executive Director and CEO with scheduling, correspondence, and meeting coordination.
 - Assist with McCormick Cares programs, including Youth Diversion, Responsive Circles & Mediation, and community outreach.
 - Maintain organized filing systems for both NC Health Partners and McCormick Cares (program documentation, contracts, reports).
 - Track referrals and enter data in OneDrive, ShareNote, and NCALLIES.
 - Prepare professional correspondence, reports, and presentation materials.
 - Coordinate staff meetings, community events, and program graduations.
 - Provide courteous assistance to clients, families, and community partners.
 - Uphold confidentiality and represent the agency with professionalism.
-

Qualifications

- High school diploma or equivalent required; associate's or bachelor's degree preferred.
- At least **three years of administrative experience**, including direct support to leadership or management.
- Excellent written and verbal communication skills.
- Strong organization, multitasking, and attention to detail.

- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and comfort using cloud-based systems (OneDrive, ShareNote, NCALLIES).
 - Ability to handle confidential information with discretion and integrity.
 - Professional demeanor and a strong commitment to teamwork and community service.
 - Experience in behavioral health, nonprofit, or human-services settings is a plus.
-

Why Join Us

At **NC Health Partners** and **McCormick Cares**, we are driven by compassion, collaboration, and purpose.

Our programs strengthen families, empower youth, and build healthier communities across North Carolina. When you join our team, you join a movement focused on lasting impact—where every role contributes to meaningful change.

How to Apply

Please email your **résumé and a brief cover letter** to careers@ncealthpartners.com with the subject line: **“Administrative Assistant Application – [Your Name]”**

Applications will be accepted until the position is filled.
Only qualified candidates will be contacted for interviews.