



122 Franklin St • Urbana, IL • 61801
ph. 217-344-9077 • f. 217-344-9102

Open Position: Assistant to Patch Adams, MD

Responsibilities

- Arrange and coordinate Patch's travel and meetings
- Be available to assist during travel emergencies
- Prepare invoices for clients and collect payments
- Open, sort, and distribute incoming faxes, mail and email
- Prepare and edit Patch's email correspondence
- Maintain the Gesundheit library
- File and retrieve documents and records
- Inform Patch of important posts about himself or Gesundheit Institute on internet news sites and social media outlets
- Maintain relationships with donors and 'leads' by email and phone
- Edit blog posts and assist in making Patch's weekly internet video addresses
- Some assistance with personal chores like cleaning, shopping, car maintenance, etc.

Required skills/experience

- High-level organizing and planning
- Strong writing and verbal communication
- Problem solving
- Patience, confidence and flexibility
- AA/AS/BA/BS encouraged, but not required
- Strong computer skills and well-versed with MS Office Suite, must be able to make spreadsheets
- Knowledge of standard office administrative practices and procedures

Hours & Compensation

This is an hourly position with hours between 15-35/week on site in Urbana, IL. Compensation is \$12-\$15/hour commensurate with experience.

Start date

Immediate after three weeks of paid training

To Apply

Please send a cover letter and resume to gesundheitsoffice@gmail.com with the subject line "Patch Assistant Job Application"