



Job Description

Administrative Assistant

Redwood Community Health Coalition is comprised of 17 community health centers and public health clinics in Sonoma, Napa, Marin, and Yolo Counties. RCHC health centers serve as the ‘medical home’ for 160,000 people. We are committed to meeting the needs of our members’ diverse, multi-cultural populations through integration of services, education and advocacy. As a consortium of safety-net health care providers, our mission is to improve access to and quality of care to uninsured and underserved people in our four-county region.

POSITION SUMMARY: Under the direction of the Director of Operations and the Chief Executive Officer, the Administrative Assistant will support the operational goals of Redwood Community Health Coalition (RCHC) by providing general administrative support to RCHC staff and members. The Administrative Assistant oversees and performs a range of diverse administrative activities for the organization including scheduling, coordinating and supporting meetings and events, project management, and other administrative support duties as assigned. The Administrative Assistant must possess strong organizational and communication skills, and be able to perform job duties with minimal supervision. This position is full-time.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provide extensive meeting planning and coordination with member health centers and external partners. Support RCHC and Redwood Community Health Network Board members.
2. Facilitate communication and provide administrative support for RCHC Administration, including correspondence, reports, meeting agendas and minutes.
3. Perform delegated calendar and task management including organizing and maintaining Chief Executive Officer’s schedule of events and daily activities, travel arrangements, expense reports.
4. Create professional-looking documents, brochures, and power point presentations.
5. Assist RCHC directors with grant proposal and report preparation and coordination, including research, data collection, creating graphs and tables, formatting and editing narratives.
6. Perform data support for RCHC directors including research, collection, compilation and organization of data to support coalition programs and projects.
7. Support all department projects and committees as needed.
8. Work on special projects as requested.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Excellence in verbal, written and interpersonal communication
- Ability to efficiently multi-task; comfortable with fast-paced work environment
- Solid administrative skills, strong organizational skills, and process improvement experience
- Work with others diplomatically and effectively as part of a team

- Friendly personality and willingness to take on a range of tasks
- Strong skills in meeting planning and group facilitation
- Individual initiative and team accountability
- Ability to compile information, prepare reports and write proposals and other materials.
- Ability to make sound administrative/procedural decisions and judgments, and to analyze and solve problems
- Demonstrated ability to maintain confidentiality
- Skill in the use of personal computers and related software applications (MS Word, Excel, PowerPoint, Publisher, Acrobat and preferably, Project and Access). Mac experience desirable.

MINIMUM POSITION REQUIREMENTS:

- **EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS:**
 - BA Degree or equivalent in experience and education
 - Experience in an administrative support position desirable
 - Experience within a health care organization or non-profit organization preferred.
- **SPECIAL SKILLS/EQUIPMENT/REQUIREMENTS:**
 - Ownership of a car in good working condition and maintenance of a valid California driver's license is required due to necessary work related travel within Northern California.
 - Occasional travel and coordination of evening and weekend events and functions.
 - Occasional early morning, evening or weekend attendance at meetings or events.
- **PHYSICAL REQUIREMENTS:**
 - Ability to sit, stand, stoop, reach, lift (up to 20 pounds), bend, etc., hand and wrist dexterity to utilize computer.
 - Vision and hearing required to use computer and to attend teleconferences and communicate with members.

SALARY/BENEFITS

1. Salary depends on experience.
2. Non-exempt position.
3. Health, dental, and retirement benefits as outlined in the benefits summary.
4. Paid holidays, paid-time-off (PTO), and sick leave as outlined in the benefits summary.

SUBMIT RESUME TO:

jobs@rchc.net

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