



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 Government and Community Relations, the Administrative Assistant will provide support for the Government and Community Relations Department, including the Advocacy and Healthy Kids Sonoma County programs. The Administrative Assistant will perform a range of diverse administrative activities including but not limited to scheduling, coordinating, and supporting meetings and events; record-keeping, report-writing, 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. Perform delegated calendar and task management including organizing and maintaining the Director’s schedule of events and daily activities, travel arrangements, and expense reports.
2. Organize, plan and coordinate meetings and events with member health centers and external community partners.
3. Facilitate communication and provide administrative support for the director, including writing correspondence, writing reports, record-keeping, developing meeting agendas and recording and disseminating minutes.
4. Perform data management support for the department including research, collection, compilation and organization of data for use in department programs and projects.
5. 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 and strong organizational skills
- Strong skills in meeting and event planning and group facilitation

- Individual initiative and team accountability
- Ability to compile information, prepare reports and write correspondence
- 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, and Acrobat)
- Proficiency in written and spoken Spanish desirable
- Work with others diplomatically and effectively as part of a team
- Friendly personality and willingness to take on a range of tasks

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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