



Administration – Part Time Executive Assistant/Operations Coordinator Non-profit health advocacy organization

The Community Health Partnership, Inc. (The Partnership) is a non-profit, policy and advocacy community based organization. **We are seeking an Executive Assistant/Operations Coordinator to join our team.**

The Partnership was founded in 1993 to support the growing needs of community-based, primary care clinics. Community clinics provide a critical “safety net” of health care services for the most vulnerable residents in San Mateo and Santa Clara Counties. We are committed to advocating for affordable health services that meet the needs of our diverse multi-cultural community.

Job Summary

The part-time position of Executive Assistant/Operations Coordinator is a dynamic opportunity for an administrative professional looking for an opportunity to use his/her talents in support of the administrative functions of the organization.

Duties and Responsibilities

The part-time position is responsible for administrative support to the CEO. The Executive Assistant will represent the CEO and the agency to the public and to key internal audiences, maintain executive calendar, schedule meetings and events, make travel arrangements, complete purchase orders/check requests/expense reimbursements, organize projects, write correspondence, make telephone calls, manage e-mail communications, set up filing systems, organize office functions, and supervise the main reception desk. This position also serves as primary administrative support for the Board of Directors meetings (six times per year) and Board committee meetings (various times), including scheduling Board meetings, managing RSVPs, taking and writing minutes, organizing and assembling Board information packets.

This position is also responsible for handling new employee orientation, maintaining personnel files, updating managers on human resource changes, update policies and other duties as assigned. You will be able to advocate for the needs of the office management functions through regular management team meetings. Sharing your unique experiences and ideas will be welcomed as we continue to strive for continuous improvement in our organization.

Education and Experience Required

Candidates for this position will have a Bachelor’s degree from an accredited institution, or equivalent years of experience. Requires expertise with Microsoft applications (Outlook, Word, Power Point, Excel, Visio, Publisher) and ability to navigate the Internet and research information. Proven ability to create, proofread, and edit. A minimum of 3-5 years of administrative support experience is required, preferably at the executive level. Excellent verbal and written communication skills required including ability to maintain confidentiality/discretion when necessary. Candidate must be able to demonstrate diplomacy and an ability to communicate effectively and respectfully with other Executives from government or other non-profit agencies.

Preferred Qualifications

- Experience working in healthcare and knowledge of Community Health Centers preferred.
- Experience working in Human Resources preferred.
- Excellent problem solving, presentation and interpersonal skills.
- Excellent organizational skills and the ability to handle multiple tasks and prioritize work.
- Proficiency with computer software.

Other

- Valid California driver's license.
- Willing and to travel to and attend professional meetings, conferences, trainings and program sites.
- Willing and able to work flexible hours.

Community Health Partnership – For more information about our organization, please visit our website at www.chpscc.org. Community Health Partnership is an Equal Opportunity Employer. The Partnership does not discriminate on the basis of race, religion, color, sex, national origin, ancestry, disability, age, marital status, or other factors as prohibited by law in its employment policies.

Compensation – The compensation for this position is commensurate with experience.

To Apply – Please submit resume and cover electronically via email to Katherine Contreras, katherine@chpscc.org with subject line Executive Assistant application.

Position is open until filled.