



California Association
of Public Hospitals
and Health Systems



JOB ANNOUNCEMENT
Administrative Assistant

The California Health Care Safety Net Institute (SNI) is a nationally recognized non-profit organization that identifies, fosters, and spreads innovative health care practices and delivery models. SNI is dedicated to ensuring that California's public hospital systems are recognized leaders in delivering and transforming health care practices that enable all individuals and families—particularly in diverse and underserved communities—to enjoy optimal health.

SNI is also the affiliate of the California Association of Public Hospitals and Health Systems (CAPH). CAPH is a non-profit trade association advocating for increased access to health care and maintaining a strong public health care safety net in California. CAPH/SNI's offices are located in Oakland's Jack London Square. More information can be found on both organizations at www.safetynetinstitute.org and www.caph.org.

Primary Responsibilities

Reporting to the Event Planner & Executive Assistant of SNI, this position is responsible for a broad array of administrative and meeting planning activities in support of the Senior SNI staff members and/or teams.

Under general supervision, provides comprehensive administrative support as follows:

- Prepares letters, reports, presentations, summaries, and materials utilizing Microsoft Office tools.
- Coordinates internal and external documents including ensuring documents have been routed appropriately for review by team members, materials are ready for meetings or conference calls and in line with project timelines and team/organizational priorities. Sends materials and documents to external parties as appropriate.
- Manages and maintains paper and electronic filing systems including following proper records retention guidelines.
- Maintains electronic calendars and distribution lists. Coordinates scheduling of meetings with internal and external contacts.
- Drafts correspondence, thank you letters, and invitations for review.
- Conducts basic Internet research, such as finding a report or information related to an organization, issue or timeline.

- Maintains office supplies by ensuring appropriate inventory levels and soliciting input from team members on items.
- Assists in the preparation of meeting by ensuring rooms are properly set-up (equipment, materials, etc.) and may be responsible for coordinating lunches.
- Data entry and tracking of milestones for grants and contracts.

Under direct supervision, provides logistic support and scheduling in coordination of formal meeting planning activities as follows:

- Schedules, plans and manages the calendaring of events and large meetings with internal and external parties.
- Assists the Event Planner with complicated logistics planning of conferences and learning sessions. Duties may include travel coordination, scheduling, logistical execution, communications, audiovisual set-up as well as developing, copying and packaging supporting materials.

Knowledge & Experience

- Two years of college or equivalent experience, plus a minimum of three years administrative and event planning experience in progressively advancing administrative support roles.
- Advanced abilities in calendaring, email, and Microsoft Office applications including: Word, Outlook, PowerPoint, and Excel
- Demonstrated ability to work independently with minimal supervision while maintaining a high level of energy, initiative and focus in getting the work done.
- Exceptional organizational skills with the ability to juggle multiple priorities. Strong process management skills highly desirable.
- High attention to detail demonstrated through understanding and keeping in mind a broad field of information and relationships while ensuring excellence and accuracy.

Key Competencies

- High teamwork and customer service orientation. Possesses a high level of diplomacy, courtesy, confidentiality, discretion, judgment and professionalism in interacting with staff, members and external contacts.
- Resourceful and proactive problem solver--capable of anticipating and developing solutions for challenges and daily issues; able to navigate challenges or competing priorities through creative thinking and resourcefulness.

- Ability to quickly and easily adapt to changing priorities and circumstances, while ensuring that both high and low priority issues are addressed appropriately.
- Clear communicator in both written and verbal
- Enjoys working hard, is full of energy for challenging work, not fearful of acting with minimum planning.
- Able to effectively manage stress; does not become defensive or irritated when faced with challenges; is considered professionally mature
- Learns quickly when facing new problems; considered a versatile learner; open to change; analyzes both successes and failures for clues to improvement; enjoys the challenge of unfamiliar tasks.
- Seen as a team player and collaborative--easily gains trust and support of others

This is a non-exempt position. Salary is commensurate with experience and includes a generous benefits package. Interested applicants should send **via US mail only** a resume, cover letter and at least three references by **March 16, 2012** to:

Afiya Palmer, Human Resources Coordinator
Re: Administrative Assistant Position
CAPH/SNI
70 Washington St., Suite 215
Oakland, CA 94607

CAPH/SNI is an Equal Opportunity Employer with a strong commitment to racial, cultural and ethnic diversity. Persons of color are strongly encouraged to apply.