



ADMINISTRATIVE ASSISTANT

The REACH Healthcare Foundation, a 501(c)3 charitable organization focused on improving health care access and quality for uninsured and medically underserved people in a six-county, bi-state region, is seeking a full-time Administrative Assistant to support the administrative needs of the Foundation's leadership team, staff, Board of Directors and Community Advisory Committee.

Position Description:

The Administrative Assistant provides high-level administrative and clerical support services to the Foundation's staff, including managing calendars, setting meetings, preparing correspondence and documents for meetings and events, and serving as the initial contact person and primary telephone contact for the Foundation.

Responsibilities:

1. Provide administrative support to multiple professional staff, organize calendars, schedule meetings, prepare correspondence and maintain files.
2. Provide front desk coverage and serve as primary telephone and face-to-face contact for guests and the general public.
3. Respond to requests for Foundation publications and other materials.
4. Manage routine office needs, including purchase of office supplies, handling of mail and courier services, arrangement of meeting spaces and special events, and interface with vendors.
5. Provide support for preparation of agendas, supporting documents, meeting minutes and other materials for staff, Foundation Board and Community Advisory Committee meetings; maintain an organizational calendar; and coordinate public meeting announcements as required by the Foundation's public access policies.
6. Work with staff to maintain databases and contact lists, and prepare mass mailings and other public communications.

Qualifications:

1. The ideal candidate will have a Bachelor's degree, along with a minimum of three years of office administration experience.
2. High level of proficiency in Microsoft Word, Outlook, Excel and PowerPoint, and ability to adapt to changing technologies.
3. Professional and positive outlook, and ability to communicate effectively with the public in person and in writing.

4. Exceptional grammar, spelling and proofreading skills.
5. Ability to prioritize projects and deadlines, and manage multiple assignments. Resourceful and well-organized, with ability to adapt to changing priorities and work needs.
6. Commitment to support and uphold the core values of the REACH Foundation.
7. Flexible hours and some evening meetings required.

Hours: Full Time

Job Function: Administrative

Industry: Nonprofit

Application Instructions: Please submit a cover letter and resume to Becky Benak at becky@reachhealth.org.

Deadline: November 30, 2012

Salary: Competitive

Benefits: The REACH Healthcare Foundation offers a competitive salary with excellent benefit package, including health, dental and vision insurance, and a Section 125 plan; paid holidays, vacation and sick leave; 401(k) and matching gifts programs; Life, AD&D and long-term disability insurance.

Contact: Becky Benak, Grants and Operations Manager

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