

COLORADO COMMUNITY HEALTH NETWORK (CCHN)
Administrative Assistant
Job Description

General Statement: The Colorado Community Health Network is a membership association of Community Health Centers (CHCs) serving low-income, homeless, and migrant populations in Colorado. CCHN is a dynamic, team-orientated non-profit, which provides support and technical assistance to safety-net clinics in underserved communities. This position is responsible for the general administrative duties for CCHN and will work closely with our sister organization CHAMPS. The Administrative Assistant must have excellent written and verbal communication skills, be flexible and calm, the ability to work with diverse people and self-prioritize.

General Duties:

1. Answer and direct incoming telephone calls and visitors.
2. Maintain up to date and accurate company distribution and staff lists, including phone extensions, and emergency contact information.
3. Schedule and plan company meetings as required, including monthly staff meetings, some board and committee meetings and conference calls as necessary. Responsible for all aspects of coordination, planning, registration and follow-up.
4. Facilitate the CCHN Events Team and coordinate all Company celebrations.
5. Coordinate the greeting card process including purchasing cards, gift cards, CEO signature, and mailing.
6. Provide administrative support to the VP of Quality and Operations, HR and Operations Director and CFO, including: calendar management and scheduling, travel and meeting arrangements, and completion of monthly expense reports.
7. Handle all incoming and outgoing mail. Handle/review mailing of all check payments and supporting documents in accordance with instructions and internal procedures and log all incoming checks. Receive and distribute faxes as applicable.
8. Maintain filing system for central files, general correspondence, forms, reports, minutes, and other materials per direction and procedures.
9. Assist with records retention audit annually, following guidelines, procedures and policies.
10. Maintain adequate inventory of supplies, seeking lowest prices and environmentally friendly materials.
11. Perform office kitchen duties including and not limited to ensuring that all dishes are clean including loading and emptying the dishwasher daily, purchasing coffee, tea and related supplies, assuring neatness and cleanliness including weekly cleaning of refrigerator.
12. General office duties include but are not limited to assuring neatness and cleanliness of all common areas in office suite, conference rooms, maintaining office plants, running office errands as needed and coordinating the office recycle program.
13. Assist with distribution, photocopying, faxing, mailing, and preparation of all meeting packets and outgoing materials as needed for Board of Directors, membership, partners, meetings, CHAMPS annual conference, and CCHN triannual meetings
14. Assist with On Boarding and Off Boarding of employees.
15. Conduct pre-hire and monthly screening of OIG and EPLS debarment checks.
16. Assist with property management issues, office maintenance and proper functionality of all office equipment.
17. Assist with building safety duties including Fire Warden responsibilities.
18. Provide high quality customer service and hospitality to CHC members, partners and the general public.
19. Provide administrative support as directed by the CHAMPS Executive Director to Community Health Association of Mountain/Plains States (CHAMPS).
20. Report corporate compliance concerns to CCHN's Corporate Compliance Officer; any CCHN employee who reports a compliance concern in good faith is protected by law from retaliation.

21. Perform related responsibilities as assigned and required.

Minimum Qualifications:

1. At least two years of experience in a front desk office position.
2. High school diploma. Associates degree preferred.
3. Excellent customer service skills.
4. Strong skill set in time management, prioritization, multi-tasking, and complex scheduling.
5. Ability to work with minimal supervision and maximum accountability.
6. Excellent computer skills, particularly with Microsoft Office, including Word, Outlook and Excel.
7. Experience with the Internet and conducting Internet searches.
8. Experience in or desire to plan office parties and celebrations.
9. Must have reliable transportation to run errands, a valid driver's license and current insurance.
10. Demonstrated ability to work with customer/client groups and/or experience in membership organizations.
11. Ability to work as a team member and work effectively with diverse people.
12. Demonstrated awareness of, and value for, cultural competence.
13. Fluency in written and spoken English.
14. Physical ability to stoop, kneel, bend, use a computer and perform light lifting.

CCHN is an equal opportunity employer offering a generous benefits package, a casual work environment, and a competitive salary (DOE).

Category: Full –Time (40 hours per week), Non-Exempt

Responsible to: HR and Operations Director

Supervises: N/A

Job Description Effective Date: July 2018

Compensation Range: \$17.50 - \$19.00 per hour

To Apply: Please email your cover letter and resume to Human Resources @ humanresources@cchn.org

No phone calls, please