

**COLORADO COMMUNITY HEALTH NETWORK (CCHN)**  
**Executive Assistant**  
**Job Description**

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**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.

The Executive Assistant is responsible for providing direct support to most members of the CCHN Leadership Team, administrative support for CCHN's sister organization, the Community Health Provider Alliance (CHPA), and organizing CCHN's Triannual member and other meetings. The Executive Assistant must be self-motivated and able to manage multiple tasks, able to work with diverse people, represent the CCHN Leadership Team to others, and travel on occasion.

**General Duties:**

*Administrative Support to CCHN's Leadership Team*

1. Support CCHN's two Vice Presidents and other members of the CCHN leadership team as assigned in:
  - a. Scheduling meetings
  - b. Managing calendars
  - c. Making travel arrangements
  - d. Completing expense reports
  - e. Handling voicemail
  - f. Drafting correspondence to internal and external partners
  - g. Taking meeting minutes
2. Function as a member of the internal operations team, coordinating with other executive, administrative and operations staff on projects, phone coverage, travel coordination, vacation coverage and assigned projects.
3. Provide excellent customer service with a high level of professionalism, to CCHN staff, members, and external constituents as directed.
4. Other duties as assigned by VP of Strategy and Financing.

*Administrative Support for CHPA's CEO*

1. Provide administrative support to the CHPA CEO for scheduling, travel, expense reimbursement, contract management and other tasks as assigned.
2. Manage the CHPA WordPress-based website, making updates and coordinating with appropriate contractors and external partners as needed.
3. Make meeting arrangements, develop agendas and meeting packets and take minutes at CHPA Board of Directors (BOD) meetings.
4. Assist with contract administration, including contract signature, filing processes, and other administrative duties.
5. Assist with various administrative projects including credentialing, provider lists, Excel/Word document development.
6. Other duties as assigned by CHPA's CEO.

### *Meeting Planning and Other Projects*

1. Serve as the lead for planning CCHN's Triannual member meetings (150+ attendees) around Colorado, including securing conference hotel, arranging food orders, overseeing registration, serving as onsite liaison, budgeting and attendance reconciliation, and trouble shooting.
2. Serve as the lead for CCHN staff travel/participation in large national meetings and conferences
3. Work with the Operations Manager on the system to monitor, review and update policies and procedures, help the VP of Strategy and Financing staff the Board Policy Committee and serve as a member of the organization's Corporate Compliance Team.
4. Work with the VP of Strategy and Financing to staff other BOD committees and complete special projects.
5. Evaluate administrative assistant processes and implement changes to improve effectiveness and meet high standards.
6. Serve as a member of the CCHN Website Team and make updates and edits to CCHN's WordPress-based website as needed/assigned.
7. Report corporate compliance concerns to CCHN's Corporate Compliance Officer (note: any CCHN employee who reports a compliance concern in good faith is protected by law from retaliation).

### **Minimum Qualifications:**

Associates degree and/or relevant work experience with at least 3 years working in an executive assistant capacity or similar experience

Two years' experience with meeting and event planning, including vendor negotiations.

Excellent organization skills.

Excellent writing and speaking skills.

Excellent computer skills, particularly with Microsoft Office, including Word, Excel, PowerPoint and Outlook. Experience with web design software preferred.

Ability to work independently with minimum direction.

Ability to work with and handle confidential information in a professional and discreet manner.

Demonstrated ability to work with customer/client groups and/or experience in membership organizations.

Ability to work as a team member and work effectively with diverse people.

Demonstrated awareness of, and value for, cultural competence.

Fluency in written and spoken English.

Ability to travel.

Physical ability to stoop, kneel and bend, use a computer and perform light lifting.

CCHN is a membership organization that places a high value on member relations and hospitality. The successful Executive Assistant will be responsive to and respectful of member needs, display sound judgment, relate well to the public and staff, have a professional demeanor, prioritize customer satisfaction, and be well organized.

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

**Category:** Full-Time, Non-Exempt

**Responsible to:** CCHN VP of Strategy & Financing

**Supervises:** N/A

**Hiring Range:** \$19.00 - \$24.00 per hour

**To Apply:** Please submit the following for immediate consideration:

1. A cover letter,

2. Updated resume with all relevant qualifications/history,
3. Salary requirements,
4. Written answers to the following two questions (limit responses to two pages total):
  - A) This job requires completion of multiple tasks with competing deadlines. Please describe your experience with completing tasks for several individuals and your approach to this challenge.
  - B) CCHN strives to achieve a high level of customer satisfaction in all of our activities. Please describe how you would ensure a high level of customer satisfaction among internal staff, members, and external partners.

**Candidates should email cover letter and resume to:** [humanresources@cchn.org](mailto:humanresources@cchn.org)

The position will be open until filled.