

COLORADO COMMUNITY HEALTH NETWORK (CCHN)
Administrative Assistant
Job Description

General Statement: Colorado Community Health Network (CCHN) 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 Community Health Association of Mountain Plains States (CHAMPS) The Administrative Assistant must have excellent customer service, communication skills, the ability to work with diverse people and self-prioritize.

General Duties:

1. Answer and direct incoming telephone calls and welcome all visitors.
2. General office duties include but are not limited to assuring neatness and cleanliness of all common areas in office suite, storage rooms, conference rooms, maintaining office plants, running office errands as needed and coordinating the office recycle program.
3. Perform office kitchen duties including and not limited to ensuring that all dishes are clean, loading and emptying the dishwasher daily, purchasing coffee, tea and related supplies, weekly cleaning of refrigerator, and assuring neatness and cleanliness.
4. Handle all incoming and outgoing mail. This includes the handling, reviewing, and mailing of all check payments and supporting documents in accordance with instructions and internal procedures and logging all incoming checks. Receive and distribute faxes (and e-faxes) as applicable.
5. Participate as a member of the CCHN internal operations team and contributes to team activities.
6. 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 meetings.
7. Maintain filing system for central files, record, general correspondence, forms, reports, minutes, and other materials per direction and procedures.
8. Conduct annual records retention audit by following relevant guidelines, procedures and policies.
9. Order and maintain adequate inventory of supplies and environmentally friendly materials.
10. Coordinate the greeting card process including purchasing cards, gift cards, President & CEO (and/or Executive Director) signature, and mailing.
11. Works with the Operations Manager to assist with coordinating with property management for office maintenance and proper functionality of office equipment, and to resolve building related issues.
12. Assist with building safety duties including Fire Warden responsibilities.
13. Provide administrative support as directed by the CHAMPS Executive Director to Community Health Association of Mountain/Plains States (CHAMPS).
14. Maintain up to date and accurate company distribution and staff lists, including phone extensions, and emergency contact information.

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15. Schedule and plan company meetings as required, including monthly staff meetings, annual company events, and internal staff meetings as needed. Responsible for all aspects of planning, coordination, registration and follow-up.
 16. Conduct pre-hire and monthly screening of OIG and EPLS debarment checks.
 17. Assist with orientation, onboarding and offboarding of employees.
 18. Lead and facilitate the CCHN Events Team and coordinate all Company celebrations.
 19. Provide high quality customer service and hospitality to CHC members, partners and the general public.
 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 365, 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: Operations Manager

Supervises: N/A

Job Description Effective Date: November 2019

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

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

No phone calls, please.