

# **Mat-Su Health Foundation**

## ***Administrative Assistant Job Description***

### **The Foundation**

Formed in 2005 from a merger between Valley Hospital Association and Triad Hospitals, Inc. in order to construct the new Mat-Su Regional Medical Center, Mat-Su Health Foundation (MSHF) retains 25% ownership of the hospital, shares 50/50 governance of the state-of-the-art facility, and invests its share of the net revenues into charitable works. The MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su Borough. MSHF provides financial support for well-managed 501(c)3 organizations offering services and practical solutions to significant chronic, health-related problems impacting Mat-Su citizens.

### **Position Summary**

Reporting to the Finance Director, the Administrative Assistant is the first and primary contact for a large percentage of MSHF inquiries and communications, whether from board members, staff, prospective grantees, contractors or the general public. The Administrative Assistant supports the organization's mission, vision and values by providing the administrative mechanics and support for the Foundation's administrative and program staff. First and foremost, the Administrative Assistant exhibits a professional attitude, demeanor and clear verbal and written communications with every person interfacing with or on behalf of the foundation. The Administrative Assistant's direct supervisor is the Finance Director but the Administrative Assistant also reports to and provides primary administrative support for the Executive Director. The Administrative Assistant also assists the program staff when necessary. In this capacity, the Administrative Assistant is privy to proprietary, confidential and sensitive discussions, issues and organizational matters, which demand the highest level of confidence, trust and propriety. The Administrative Assistant maintains the technical, administrative, and communication systems to handle the workload for the office; and provides the administrative assistance and through-put for projects, programs, and foundation activities. The Administrative Assistant tracks and coordinates office, program and board level logistics, keeping track of the annual calendar, deadlines, and regulatory requisites, and facilitates timely compliance.

### **Responsibilities**

- Provides primary administrative support for the Executive Director and Finance Director and secondary administrative support to the program staff
- Staffs select MSHF meetings to provide administrative support including assistance with agenda preparation, coordination of meeting logistics, and maintaining an accurate record of the business conducted
- Utilizes foundation accounting software to process accounts payable
- Organizes and maintains office record/data management system, communications systems, and W drive and directories
- Updates secretarial/clerical desk manual and maintains tickler system
- Formats and catalogs all MSHF policies and procedures and logistics for review and updating
- Maintains office phone directories and databases for MSHF membership, grantees, vendors, Director's Desk, etc.
- Through above systems, tracks legal and regulatory compliance standards, deadlines and forms
- Works with appropriate vendor to maintain and update website and social networking sites
- Processes travel arrangements as approved by the Executive Director
- Performs all day-to-day office functions, including communications via office visits, phone and web; copy preparation and filing; sorting and prioritizing of mail; and coordination of workflow
- Routinely re-orders department supplies
- Recommends action to improve standard operating procedures
- Composes correspondence/reports as requested
- As required, trains and supervises temporary or part-time secretarial or clerical staff
- Takes care of special projects as assigned

**Competencies**

- Proven and progressively responsible office management skills
- Excellent written and oral communication skills, sensitive to confidentiality and diplomacy required in communicating with a broad and diverse audience
- Demonstration of a positive attitude and approach while working cooperatively in a team oriented setting
- Ability to learn quickly, stay flexible and highly organized in fast-paced environment with competing demands while maintaining integrity of work product for self and staff
- Ability to advance mission of the organization through detailed and effective organization skills and logistics coordination
- Solid sense of self with demonstrated qualities of integrity, loyalty, discretion and self-motivation
- Strong analytic skills and the ability to think strategically, politically and programmatically

**Position Qualifications**

- High School diploma required; Associates Degree or equivalent experience preferred
- Minimum seven to 10 years administrative assistant experience in corporate environment, ideally with a not-for-profit or philanthropic agency
- Super user of Microsoft office suite, Microsoft Access and other database management systems
- Super user of standard office communication systems, hardware, copiers, and other office equipment
- Demonstrated skill and experience in information retrieval, information/data management, and procurement
- Demonstrated high level interpersonal and oral/written communication skills