

Administrative Assistant

Mat-Su Health Foundation in Wasilla, AK seeks a full-time Administrative Assistant to provide primary administrative support for the MSHF executive staff. 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. Reporting to the Finance Director, the Administrative Assistant performs all duties in accordance with the policies and procedures of Mat-Su Health Foundation and regulatory agency standards. A complete job description is available at www.matsuhealthfoundation.org. Annual salary range is \$28K to \$38K with benefits depending on experience.

Applicants must possess: High School diploma; Associate degree or other education from an accredited college preferred; minimum seven to 10 years experience in administrative capacity in a corporate environment; Super user of Microsoft office suite, Microsoft Access, and standard office communication systems; demonstrated skill and experience in information retrieval, information/data management, and procurement; excellent written and oral communication skills, sensitive to diplomacy required in communicating with a broad and diverse audience.

To apply, cover letter, resume and three references must be received via mail by 5 p.m., September 15, 2010 at the following address:

Don Zoerb, Finance Director
Mat-Su Health Foundation
950 E. Bogard Road, Ste. 218
Wasilla, AK 99654