



Center for Improving Value in Health Care (CIVHC) JOB DESCRIPTION

Position Title: Program Assistant

Reports To: CEO

Job Classification: Non-Exempt, Full-time

Essential Duties/Responsibilities

- Support CIVHC's CEO and executive level staff.
- Assist with meeting preparations, including agendas, presentations, and other materials.
- Schedule high volume of appointments and meetings, manage complex calendars, make travel arrangements, and prepare expense reports.
- Support board of directors' activities, meetings, and committees, including scheduling, materials preparation, logistics, tracking follow-up items, and writing minutes.
- Provide event and meeting support including taking and distributing notes, scheduling, planning, set-up, clean-up and any follow-up with meeting attendees.
- Assist in updating websites, contact lists, marketing and public reporting support.
- Create, update, and/or maintain organized files and records as needed.
- Act as liaison with internal and external partners including government officials, board of directors and work group members.
- Work with and support contractors of the organization as needed.
- Answer and prioritize telephone calls, email, and mail communications.
- Provide back-up support for other administrative staff.
- Assist with office facility needs including meeting room maintenance and office supplies.
- Perform additional duties and tasks as requested by leadership.

Key Attributes

- Must be able to manage and prioritize multiple projects and meet deadlines.
- Strong writing skills, including the ability to professionally communicate with government officials, board of directors, and others.
- Ability to work independently, quickly and effectively while coordinating multiple tasks from multiple sources.
- Strong attention to detail.
- Extremely professional and tactful.
- Ability to interact and coordinate with all layers of the organization.
- Self-motivated, with initiative and reliability.
- Strong interpersonal and customer service skills.
- Ability to handle confidential information.
- Knowledge of or familiarity with health care preferred, but not required.

Qualifications

- Minimum of three years of experience in administrative support for high-performing professional staff.
- Thorough knowledge of MS Office, including Outlook, PowerPoint, Word and Excel.
- Ability to use office equipment including projector, multi-function printer, Polycom conference phone. Willingness to learn and operate new equipment as needed.
- Reliable personal transportation (many CIVHC meetings are held off-site, and it is not always possible to carpool).

Working Conditions

- Ability to work at a computer for extended periods
- Ability to travel to and from meetings and appointments with meeting materials and equipment.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed: it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for this position.

Application

If you are interested in this position, please send a cover letter, resume, references, and a short writing sample to careers@civhc.org. Please include the job title and your name in the email subject line.

About CIVHC

The Center for Improving Value in Health Care is a nonprofit organization committed to helping Colorado achieve the Triple Aim: better health, better care and lower costs. We provide synergy, leadership, tools and data to support the development of efficient, coordinated, high-quality and transparent health care systems. For more information, please visit www.civhc.org. CIVHC is an equal-opportunity employer.