



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

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| Position Title: | Board Administrator and Executive Assistant |
| Reports To: | CEO |
| Job Classification: | Non-Exempt, Full-time |
| Compensation: | \$21.00/hr - \$26.00/hr |

About CIVHC:

Center for Improving Value in Health Care (CIVHC) is an objective, not-for-profit organization. Through services, health data, and analytics, we partner with Change Agents to drive towards the Triple Aim for all Coloradans. We believe that together we can alter the trajectory of health care and we are privileged to serve those striving toward a better health system for us all. We strive to empower individuals, communities, and organizations through collaborative support services and health care information to advance the Triple Aim of better health, better care, and lower costs.

We are committed to working toward diversifying our staff, board, and committees, creating a culture of diversity and inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

Essential Duties/Responsibilities

- Support CIVHC's CEO and COO.
- 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.
- Lead and coordinate with Senior Management and others to develop Board-related agendas, presentation materials, and other materials as needed in accordance with CIVHC branding standards.
- 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

- Intellectual curiosity and a dedication to CIVHC's mission to improve healthcare.
- 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, and to write formal meeting minutes. This includes correct grammar, spelling, and formatting according to CIVHC branding standards.



- Ability to work independently, quickly and effectively while coordinating multiple tasks from multiple sources.
- Exceptional attention to detail.
- Extremely professional and tactful.
- Ability and comfort interacting and coordinating 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.
- Ability to maintain humor during stressful situations and schedules.

Qualifications

- Minimum of five years of experience in administrative support for high-performing professional staff.
- Thorough knowledge of MS Office, including Outlook, PowerPoint, Word and Excel.
- Familiarity with Salesforce preferred, but not required.
- Ability to use and troubleshoot office and meeting technology such as projector, multi-function printer, Polycom conference phone, and webinar software. 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.

Benefits:

- 403b Retirement Plan
- Medical, Dental, and Vision plans
- Healthcare and Dependent Care Flexible Spending Account options
- Paid life insurance
- Short- and long-term disability coverage
- 9 paid holidays per year plus generous personal time off
- Company-paid parking
- On-site workout facility
- Excellent work-life programs, such as flexible schedules, and work-from-home options
- Employee wellness program
- Internal professional development opportunities
- Position may qualify for Public Service Loan Forgiveness Program. For more information, go to: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

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.