



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

Position Title: Program Assistant
Reports To: Director of Data Operations
Job Classification: Exempt, Full-time
Salary: \$45,000-\$55,000

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.

Overview of Job Duties:

- Support CIVHC's Director of Data Operations and members of the Data Operations team.
- Assist with meeting preparations, including agendas, presentations, and other materials.
- Assist CIVHC's Project Managers with project coordination, tracking, and communication.
- Provide backup to CIVHC's Fulfillment Manager, ensuring continuity of the production process.
- Provide event and meeting support including taking and distributing notes, scheduling, planning, set-up, clean-up and any follow-up with meeting attendees.
- Create, update, and/or maintain organized files and records as needed.
- Act as liaison with internal and external partners including executive staff, government officials, and researchers.
- Answer and prioritize telephone calls, email, and mail communications.
- Assist CIVHC staff with Salesforce project tracking and coordination.
- Provide back-up support for other administrative staff.
- Perform additional duties and tasks as requested by leadership.

Minimum Qualifications:

- Three years of experience in administrative support for high-performing professional staff.
- Thorough knowledge of MS Office, including Outlook, PowerPoint, Word and Excel.
- Experience with Salesforce required.

Preferred and Essential Skills:

- Must be able to manage and prioritize multiple projects and meet deadlines.
- Strong writing skills, including the ability to professionally communicate with government officials, CIVHC clients, and others, including grammar, spelling, and formatting according to CIVHC marketing standards. Technical writing experience preferred but not required.



- 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, including executive level staff.
- Self-motivated, with initiative and reliability.
- Strong interpersonal and customer service skills.
- Ability to handle confidential information.
- Knowledge of or familiarity with health care data preferred but not required.
- Familiarity with data visualizations preferred.

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>

Physical Requirements:

- Ability to work at a computer for extended periods
- Ability to travel to and from meetings; some overnight travel may be required.

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 the position.

Application Instructions:

Interested candidates may submit cover letters and resumes to careers@civhc.org. Please include the job title and your name in the email subject line. You will only be contacted if you are selected for an interview.