



EXECUTIVE ASSISTANT

Job Requisition #20-0110

Location: **Riverside Health Center**

Application Deadline: **Until Filled**

Hours Per Week: **40**

Status: **Full Time**

Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. Since 1971, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. Our positive, mission-minded staff make CHCB a great place to work!

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and are especially interested in candidates who can contribute to the diversity and excellence of the organization. We offer a generous benefits package to eligible employees and a competitive minimum hourly wage for entry-level positions.

Essential Duties

Senior Leadership Team

- Supports the Senior Leader team by performing a full range of administrative tasks including typing, filing, preparing reports, screening calls, scheduling appointments, maintaining calendars, opening and distributing mail, and maintaining expense reports.
- Manages and carries out special projects as assigned.
- Maintains paper and electronic files for grant, compliance, legal and regulatory purposes.
- Manages all contract activity by insuring the regular review and timely renewal of contracts; maintains a centralized file of original contracts. Manages the approval process for all contracts.
- Maintains a centralized catalog of annual goals, including operations, grants, etc; updating it as needed or required.
- Coordinates a variety of special events sponsored by CHCB including preparation and distribution of invitations, arranging on-site and off-site meeting spaces and arranging food service.
- Responsible for staff appreciation event logistics, including but not limited to, the Annual All Staff Meeting, the Annual Staff Holiday Party and the Annual Staff Picnic.
- Manages and maintains non-employee benefits insurance for the organization. Liaises with CHCB's insurance broker (s). Manages annual renewals of insurance policies. Works with insurance broker (s) to help resolve issues and/or claims.
- Manages and maintains the organization's policies, procedures and protocols. Manages the approval process. Manages and maintains the portion of the organization's website dedicated to policies, procedures and protocols, under the direction of, and with assistance from the IT Department.
- Travels locally as necessary to ensure timely receipt and delivery of materials, documents, mail, or catering supplies.
- Under the direction of the Chief Administrative Officer, is responsible for supporting Operations Management Team efforts.
- Works with Chief Medical Officer on annual CME application for quarterly Provider meetings and is responsible for submitting all CME application materials to UVMHC.
- Under the direction of the CMO, plans quarterly provider meetings to include, reserving meeting space, arranging for food and beverage, liaising with IT to ensure technical support for the event, working on parking for the event.
- Under the direction of the CMO, organizes meetings of the Clinical Practice Committee; prepares and disseminates agendas and materials; takes and disseminates minutes.
- Under direction of the CMO, plans event logistics for annual Provider Retreat.
- Works closely with the CFO to prepare and distribute financial reports for use by management and the Board of Directors.

Board of Directors

- Provides broad support for the Board of Directors.
- Prepares and distributes agendas and meeting materials for full Board and Board committee meetings.
- As requested, arranges food service for the full board meeting.
- Maintains current and accurate Board of Directors contact information.
- Makes arrangements for Board-related special functions.
- Manages the meeting schedules of all Board of Directors committees, with the exception of Community Relations and

Basic Qualifications

- Associate's Degree in Business Administration or related field.
- Five years of progressively responsible office management positions, including experience supporting senior leaders.
- Experience in a healthcare setting preferred.

To apply for this position, please send a resume and cover letter to: HR@CHCB.org

The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available