



EXECUTIVE ASSISTANT JOB ANNOUNCEMENT

Santa Cruz Community Health (SCCH) is a multi-site, Federally Qualified Health Center (FQHC) serving Santa Cruz County residents. SCCH began as a women's health collective in 1974 with the mission to improve the health of our patients and the community and advocate the feminist goals of social, political, and economic equality. Now, 50 years later, we serve that same mission at our three clinic sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serves women and children; the Live Oak Health Center offers the community an integrated, state-of-the-art health and housing campus in Live Oak, and the Santa Cruz Mountain Health Center provides easy and expanded access to care for our patients in the San Lorenzo Valley.

Driven by our commitment to health care as a human right, SCCH is a leading non-profit provider offering comprehensive health services to our patients, regardless of their ability to pay. We have been recognized in the community as a leader in delivering high-quality, innovative care, and we are active in local, state, and national advocacy work that empowers our patients and community to be healthy, happy, and successful.

SCCH has a diverse patient population and an engaging and friendly work environment. Our caring and committed staff works as a team to fulfill our mission so that all our patients have access to quality, whole-person health care.

POSITION SUMMARY:

The Executive Assistant (EA) provides administrative and program support to the Chief Executive Officer (CEO) with an emphasis on general administrative support, Board relations and compliance. The job requires significant attention to detail, professional communication, and the ability to be flexible and multi-task. The Executive Assistant represents the CEO to both internal and external stakeholders and therefore must demonstrate a high level of professionalism and customer service.

Classification: Full-time, Hourly, Non-Exempt

Reports to: CEO

Language Requirements: English

Location: Hybrid of remote & on-site work

Hours: 8:00AM-5:00PM, flexible

Pay Range: \$24.00 – \$30.14 per hour, DOE

BENEFITS:

Competitive compensation and benefits package are available to staff working at least 20 hours per week. Paid time off and paid holidays accrue from date of hire. Employer subsidized group health, dental, vision and life insurance plans the first of the month after 30 days of employment. Automatic 2% enrollment in an Employer sponsored 401K plan with a 2% retirement match.



QUALIFICATIONS:

Minimum Requirements:

- Two years minimum experience in administrative support
- Excellent written and verbal communication skills, strong writing and editing skills
- Proficiency in MS Office; Word, Excel, Outlook, PowerPoint

Preferred Qualifications:

- Related AA Degree, bachelor's degree preferred
- Experience working in a non-profit setting desirable, FQHC preferred
- Project Management skills or experience helpful, basic familiarity with compliance

CORE JOB RESPONSIBILITIES:

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

General Administration

- Manage CEO's calendar and schedule meetings and events, serving as lead for timely, responsive scheduling. Coordinate scheduling polls and meetings with multiple parties.
- Prepare agency correspondence and maintain files and records.
- Produce informational packets, meeting materials and other documents.
- Coordinate meeting registration and travel.
- Track and reconcile CEO expenses and receipts.
- Assist CEO in preparation for state and national advocacy efforts, conducting research and coordinating supporting materials.
- Assist CEO with correspondence, including incoming and outgoing mail.
- Provide administrative support to Leadership Team (LT), including agenda development for Leadership Team meetings, as needed.
- Track and maintain access to corporate online accounts.
- Reconcile monthly corporate credit card expenses and coordinate office and program purchases.
- Work with outside partners as needed to support projects, events, and purchases.
- Provide logistical support to meetings including agenda and meeting materials development and production, meeting room setup, A/V and food.
- Other duties as assigned.



Compliance

- Maintain tracking system for policies and procedures, ensuring timely revision and renewal.
- Stay current on HRSA compliance requirements relating to Board Authority & Board Composition.
- Maintain understanding of HRSA Electronic Handbook, including uploading/downloading relevant documents and grant submissions.
- Other duties as assigned.

Board Relations

- Serve as “Clerk to the Board” ensuring that the work of the Board and its committees’ functions smoothly.
- Compile and distribute monthly Board of Directors meeting packets, including email introduction outlining content and highlights of the pending meeting.
- Coordinate monthly Board and committee meetings including attendance, deliverables, and technical support.
- Take and prepare Board and Committee meeting minutes.
- Maintain Board orientation binder for new Board members and distribute and collect required state and federal governance forms from all Board members.
- Develop and update yearly Board and committee meeting schedules.
- Maintain Board member records (applications, resignations, tenure).
- Ensure Action Items from Board meetings are appropriately routed, signed, and or filed.
- Work with CEO to ensure Board calendar and action items are compliant, timely, and ensure federally mandated actions are taken as required.
- Assist Board members with attaining information and troubleshoot technology needs, as needed.
- Coordinate annual Community Board Meeting event each July.
- Other duties as assigned.

SANTA CRUZ COMMUNITY HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER (W/M/V/D).