

**Whatcom Alliance for Health Advancement
Employment Opportunity**

Executive Assistant

August 31, 2017

This is a 20 hour per week, part-time (.5 FTE) position. See attached for complete position description. This position is open until filled.

The Whatcom Alliance for Health Advancement (WAHA) seeks an Executive Assistant who will provide administrative support to the Executive Director.

The Executive Assistant reports to the Executive Director and may be directed to support other staff as needed. The ideal applicant will work well in a team and be experienced in executive project and program support, scheduling, meeting and event coordination. The ideal candidate will have experience working with a wide range of people, value diversity, and work well with high ranking community partners.

Candidates must have excellent organizational and communication skills and be adept at working independently with competing demands and priorities. The preferred candidate will also have light bookkeeping experience and experience using Quickbooks. General duties may include, but are not limited to: scheduling meetings and events; providing meeting support such as research, preparing materials, taking minutes and arranging for facilities and refreshments; assisting clients and visitors; office and volunteer coordination; data entry; and telephone and public reception.

WAHA is an Equal Opportunity Employer. It is the policy of the Whatcom Alliance for Healthcare Access not to discriminate against any person with regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, marital status or physical or mental disability.

For full consideration, please mail resume with cover letter addressing qualifications to Carol Gipson, Executive Director, WAHA / 800 E. Chestnut, Lower Level Suite 2 / Bellingham, WA 98225 or submit by email to cagipson@hinet.org.

Position Description

Position:	Executive Assistant
FTE status:	Hourly non-exempt; 0.5 FTE (20 hours/week)
Starting Salary/Benefits:	\$15.00/hourly pro-rated benefits according to Personnel Policies and Board approved budget
Reports to:	Executive Director

Qualifications

- Minimum of 3 years' administrative experience; experience as an Executive Assistant preferred
- Associate's or technical diploma required, Bachelor's preferred
- Experience in health care or social service setting an advantage
- Knowledge and demonstrated skills in MS Office software applications, including Excel, PowerPoint, Word, Outlook and some social media experience required
- Light bookkeeping and experience with Quickbooks strongly preferred
- Experience with Access database management strongly preferred
- Strong organizational skills, ability to work efficiently and responsibly in an environment with multiple, competing demands and time frames
- Ability to work in fast-paced environment with multiple interruptions
- Able to interact with diverse sectors of the community
- Excellent customer service skills and professional demeanor
- Strong work ethic, tact, independent judgment and professionalism
- Sense of humor, adaptability and resilience
- Able to maintain confidentiality and professional boundaries with co-workers, clients, board of directors, funders and community partners

Job Summary

The Whatcom Alliance for Health Advancement (WAHA) seeks an Executive Assistant to provide administrative support to the Executive Director. The Executive Assistant offers high-quality customer service to all clients, staff and community partners and maintains a professional and friendly atmosphere. The ideal applicant will be experienced in project support, scheduling, meeting and event coordination and have experience working with diverse individuals and community partners. Candidates must have excellent organizational skills, strong verbal and written communication and be adept at working independently with competing demands and priorities.

General duties may include, but are not limited to: scheduling meetings and events; providing meeting support such as research, preparing materials, taking minutes and arranging for facilities and refreshments; assisting clients and visitors; office and volunteer coordination; data entry, light bookkeeping using Quickbooks, and telephone and public reception. This position assists the Executive Director and other program staff as directed.

Roles and Responsibilities

- Provide administrative support to Executive Director, including scheduling, document preparation, mailings and other correspondence.
- Provide support for board governance, including preparing agendas and minutes for board meetings

- Provide backup reception for front desk, including greeting and triaging clients and other visitors
- Become familiar with local health care and community services
- Screen and route incoming telephone calls, email and correspondence for Executive Director
- Light bookkeeping and data entry using Quickbooks
- Assist with maintenance of office equipment and computers; troubleshooting problems as needed
- Assist with a range of activities around planning and managing projects, meetings and special events
- Other duties as assigned

Working Conditions/Physical Requirements

Work is performed in an office environment. The office is very fast-paced with many deadlines to meet. There is potential exposure to repetitive stresses due to prolonged use of computers. Stress associated with receiving multiple tasks from various individuals may occur.

Sufficient mobility is required for the use of office equipment such as computers, telephones, files and the copier. Sitting for extended periods of time as well as lifting a maximum of 30 pounds (file storage boxes, supplies, etc.) may be required. The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.