

Administrative Assistant II

The Community Clinic Association of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to LA's community clinics and health centers (clinics). Founded in 1994, CCALAC's mission is to, "promote community clinics and health centers as providers and advocates for expanding access to quality comprehensive health care for medically underserved people in Los Angeles County."

CCALAC's 65 member organizations serve over 1.7 million patients each year, regardless of ability to pay. These organizations include private, non-profit, Federally Qualified Health Centers (FQHCs), and community clinics.

CCALAC'S COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION

CCALAC strives to be an anti-racist organization with a culture that is equitable, inclusive and supportive of all employees and members. Our core values of partnership, equity, innovation, integrity, and service guide us in our internal collaborations, and in our work with our members and the community. We are committed to advancing racial and social justice and health equity, and will demonstrate this commitment through our organizational culture, policies, business practices, programs and services, communication, and leadership structures.

JOB SUMMARY

This position reports to an Association Director and provides administrative and clerical support for the association.

JOB DUTIES

1. Schedule appointments, meetings, and teleconferences.
2. Generate and format reports and other documents using a full range of computer software skills including spreadsheets, word processing, desktop publishing, presentation software.
3. Disseminate information and reports.
4. File and maintain records.
5. Maintain calendars as requested (e.g., schedule appointments, meetings, and teleconferences).
6. Screen and return telephone calls, correspondence, and emails.
7. Develop and maintain databases (e.g., Salesforce, Excel).
8. Research and compile information as requested.
9. Provide information for and post to the association's website. Also, proof website content.
10. Make travel arrangements as needed.
11. Assist with conducting of surveys.

12. Conduct basic analysis of data.
13. Transcribe minutes from roundtable meetings.
14. Assist with association conferences, events and meetings as needed.
15. Track division expenses and payables. Support team members with expense requests and monthly reimbursement reports.
16. Back-up receptionist as needed.
17. Other duties as assigned.

MINIMUM JOB REQUIREMENTS

1. High school graduate or GED equivalent. Bachelor's degree from an accredited college preferred.
2. A minimum of three (3) years experience as clerical support.
3. Ability to maintain confidential information.
4. Attention to detail.
5. Ability to work as part of a team as well as independently with minimal supervision.
6. Develop and maintain effective working relationships with co-workers.
7. Strong reading comprehension, oral and written skills required.
8. Strong skills with Excel, & MS Office Suite required.
9. Proficient in use of webinar software (e.g. GoToMeeting, Zoom).
10. Understands the role that racial inequity plays in our society and its impact on access to health care.
11. Ability to work well with others and across differences, including race, gender, functional silos, levels, etc.
12. Listens actively and hears and acts on feedback related to identity and equity with humility.
13. Strong sense of accountability to community.

PHYSICAL DEMANDS

Must be able to lift or carry up to 20lbs.

WORKING CONDITIONS

1. Majority remote position with in person meetings and convenings, as needed. Option to work fully in person at CCALAC's offices, if desired.
2. Works in a fast paced, high-volume environment with frequent interruptions and critical deadlines.
3. Some potential for repetitive motion injury and eye strain from working on computers.
4. Some car travel throughout Los Angeles County. Some potential for injury from car accident.

PERKS & BENEFITS

1. Flexible Work Schedules
2. Medical, Dental & Vision Coverage

3. 401(k) Plan with employer match
4. Employee Assistance Plan
5. Group Term Life Insurance
6. Flexible Spending Account
7. Aflac Supplemental Plans
8. Annual Personal Development Funds

If you are interested in applying for this position, please submit cover letter and resume to humanresources@ccalac.org