

Administrative Associate

The Community Clinic Associate of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to community health centers that serve the Los Angeles region. Founded in 1994, CCALAC's mission is to "empower health centers to remain at the forefront of health care transformation. We forge partnerships, foster innovation, promote health equity, and advocate for the communities they serve."

CCALAC represents 66 community health center organizations that provide comprehensive primary, dental and behavioral health services throughout Los Angeles County. Health centers in Los Angeles serve 1.8 million patients annually regardless of ability to pay. These organizations include private, non-profit, Federally Qualified Health Centers (FQHCs), and community health centers.

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 the Vice President of Member Relations and the Vice President of Health Center Operations and Transformation and provides administrative, programmatic, and clerical support for the member services, operations, and transformation programs. The Special Projects Administrative Associate will assist on special projects, organize member databases, track best practices and trends among members, and help develop tools and resources to support project activities and member communications for dissemination.

LOCATION: Candidates must reside in one of the following Southern California counties: Los Angeles, Ventura, Santa Barbara, Kern, San Luis Obispo, Orange, Riverside, San Bernardino, San Diego and Imperial

HOURLY SALARY RANGE

\$24 - \$26

JOB DUTIES:

1. Maintain calendars for the Vice President of Member Relations and the Vice President of Health Center Operations and Transformation (e.g., schedule appointments and meetings).
2. Make travel arrangements for the Vice President of Member Relations and the Vice President of

Health Center Operations and Transformation as needed.

3. Handle general office tasks, such as reception coverage, answering phones, document storage and organization, and member/partner communications.
4. Provide administrative support for Member Services and Operations Roundtables including: Chief Operations Officers, Chief Financial Officers, Human Resources, and Billing Roundtables; Emergency Management Workgroup; and Area Health Education Center Advisory Board. This includes coordinating calendars, invitations, and meeting materials, tracking participation, and taking meeting minutes.
5. Maintain Salesforce data related to projects including Peer Network/Roundtable delegates and related training and programs.
6. Track division expenses and payables. Support team members with expense requests and monthly reimbursement reports.
7. Research and compile information as requested to support division work.
8. Maintain services section on association website by posting, updating and organizing content.
9. Generate tools, resources, and presentations using a full range of computer software skills including Excel and MS Office Suite.
10. Disseminate information and communicate with members on best practices, industry trends, and resources.
11. Develop a database of best practices and vendor contacts to support operations and finance work within the health centers.
12. Assist with conducting surveys and informational interviews. Perform basic analysis of findings and data.
13. Assist with events and meetings as needed.
14. Assist Member Services Division with training and follow up tasks with Training Center and trainers/presenters.
15. Interact and develop positive working relationships with colleagues, member health center staff, vendors, and partners.
16. Facilitate ongoing collaboration between cross-divisional teams, fostering seamless communication and knowledge-sharing to achieve division and organizational goals.
17. Assist team members in preparing deliverables and presentations for internal staff, member health centers, webinars, conferences and partners as needed.
18. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

1. Bachelor's degree from an accredited college is required.
2. A minimum of 1-3 years' experience as administrative and/or 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 MS Office Suite required.

9. Proficient in use of webinar software (e.g., Zoom)
10. Ability to work well with others and across differences, including race, gender, functional silos, levels, etc.
11. Listens actively and hears and acts on feedback related to identity and equity with humility.
12. 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 CICALAC's offices, if desired.
2. Works in fast paced, high-volume environment with frequent interruptions and critical deadlines. The environment is stressful at times.
3. Office environment with very small probability of infection or injury to self or others.
4. May use car to run errands.

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.