APLA Health’s (AIDS Project Los Angeles) mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at aplahealth.org.

**APLA Health is currently seeking a Board Assistant to join our Los Angeles location! We offer great benefits, competitive pay, and great working environment!**

We offer:
- Medical Insurance
- Dental Insurance (no cost for employee)
- Vision Insurance (no cost for employee)
- Long Term Disability
- Group Term Life and AD&D Insurance
- Employee Assistance Program
- Flexible Spending Accounts
- 10 Paid Holidays
- 3 Personal Days
- 10 Vacation Days
- 12 Sick Days
- Metro reimbursement or free parking
- Employer Matched 403b Retirement Plan

This is a great opportunity to make a difference!
POSITION SUMMARY:
To support the operations of the APLA Health & Wellness (APLA) Board of Directors (Board) and act as a liaison between the Board of Directors and the Chief Executive Officer (CEO). Assist with some administrative duties for the CEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Assist in scheduling, coordinating and preparing for all Board meetings; including full Board meetings, Executive and other Board standing committee meetings, Board retreats, Board orientations, and Board ad hoc committee meetings.
- Prepare and distribute notices of upcoming meetings, agendas and board information packets. Send reminder notices to Board members of upcoming meetings. Coordinate with the CEO and Chief Operating Officer on the preparation of and then distribute the monthly board information packet.
- Attend all Board and committee meetings, record attendance and votes. Prepare draft minutes of all meetings for review by the CEO and / or Board or committee chair.
- Organize all Board and other committee meetings include logistics, catering, video and conference call capabilities. Manage the planning for all Board-related events, including offsite meetings, orientations, dinners and the annual retreat. Attend these and all other Board events as needed. Attend other APLA events where Board members are present as needed and when appropriate.
- Facilitate the distribution of information to the Board from the CEO, Board chair, and others
- Ensure the efficient and accurate record-keeping of all Board activities, including preparation and distribution of minutes of Board and all committee meetings as needed.
- Monitor the legal operating requirements applicable to the Board under California law, the APLA bylaws, as amended from time to time, as well as Federally Qualified Health Center (FQHC) rules and regulations. Provide advice to Board officers, committee Chairs and the CEO regarding legal requirements and Rules of Order for conducting the business of the Board and all Committees.
- Maintain an annual calendar of Board approval requirements including under California law, the APLA bylaws, as well as FQHC rules and regulations. Coordinate/ facilitate the review and approval by the Board of all required approvals.
- Serve as a resource for Board Members answer questions, take messages, return phone calls or in any other way assist members with their board responsibilities including in some cases fundraising on behalf of APLA. Handle incoming and outgoing mail, faxes, and documents as they pertain to the Board
- Provide high-level administrative support in managing the schedule, travel and expenses for the CEO. Manage communication between CEO and senior management, and between CEO and outside agencies.
- Maintain Board contact list

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:
Training and Experience:
Executive Assistant experience required, preferably in an environment where contact with high profile individuals and community leaders is common. Strong organizational skills and writing skills required.
Experience in a legal environment and / or working with a sophisticated board of directors preferred. College graduate preferred. Ability to work some evenings and weekends.

Knowledge of:
Office systems and procedures, office machines, computer skills, and advanced MS Office skills required. Operational and procedural knowledge of a non-profit board of directors preferred. Use or knowledge of video conferencing systems a plus.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**
This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. Some local travel required.

**SPECIAL REQUIREMENTS:**
Must possess a valid California driver’s license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.


**To Apply:**

Visit our website at www.aplahealth.org to apply or click the link below: