

JOB DESCRIPTION AND TITLE: Executive Assistant

DEPARTMENT: Administration

LOCATION: East Los Angeles

The Executive Assistant to the CEO and Executive Team (as needed) provides executive support and demonstrates initiative, resourcefulness and problem-solving skills in applying a detailed knowledge of the responsibilities and functions of the department in organizing and prioritizing projects and all related duties.

This position reports to the CEO, and serves as a key member to both the CEO and Boards of Directors. The Executive Assistant to the CEO completes a broad variety of executive tasks for the CEO including: managing an active calendar of appointments; completing expense reports; composing and preparing confidential correspondence; arranging travel plans, itineraries, and agendas; and related tasks.

The Executive Assistant to the CEO serves as the primary liaison with the Boards of Directors to answer questions, resolve issues, facilitate the Boards' work, and plan for meetings; develops and maintains effective and supportive working relationships with the Board members.

Additionally, the Executive Assistant to the CEO position will include exposure to sensitive and confidential information and requires considerable use of tact, diplomacy, discretion and judgment.

RESPONSIBILITIES:

- Is primary lead for initial provider Credentialing for Board Approval & Re-Credentialing/Maintenance of Licensures and on-going credentialing requirements.
- Assist CMO with provider scheduling.
- Assists with agency licensure and program application needs (i.e. Drug Medi-Cal, Grant supplemental, etc.)
- Manage federal data web pages for agency such as EBH, HRSA, etc. keeping data current.
- Assist Executive Team with Quality Assurance data collection such as Patient Surveys, Employees Surveys, Incident Report Tracking and Complaints.
- Assist with Safety Program Compliance across agency on behalf of CEO.
- Provide support to Executive Audit team during clinics audits (i.e. State, County, Federal, etc.).
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REQUIREMENTS:

- Bachelor's degree preferred in disciplines including, but not limited to political science, business, or communications.
- Demonstrated organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail

- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Expert level of skills in written and verbal communications
- Demonstrated ability to take a proactive approach to problem-solving with strong decision making capability
- Highly resourceful team player, with the ability to also be independently effective in accomplishing assignments
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Effective computer skills including typing, Microsoft Office, desktop

publishing and project management software.

- Math skills sufficient to monitor budgets, prepare spreadsheets, calculate/balance invoices/expense reports, and similar
- Project management skills preferred
- Sensitivity to the different cultures represented among clients, Boards, and staff
- Ability to establish and maintain confidential files, records, and official documents
- Current California driver's license and a driving record acceptable to the Agency's insurance carrier
- A keen appreciation and understanding of the nonprofit mission and philosophy.
- Minimum 2-3 years of executive experience (high-level executive support preferred)
- Community Health Center experience preferred
- Pre-Employment Physical and Live Scan Clearance prior to hire