

Executive Administrative Assistant Job Posting

July 31, 2018

MISSION STATEMENT: Clínica Tepeyac's mission is to provide culturally competent health care and preventive health services for the medical underserved.

Provides culturally competent health care and preventive health services for the medically underserved. Now in its 23rd year, Clínica has distinguished itself as a dynamic organization with visionary leadership, dedicated to eliminating health disparities for residents in the Denver Metro area.

Now in its 23rd. year, Clinica Tepeyac is a community health center providing integrated physical and behavioral healthcare to almost 5,000 individuals from across the Denver metro area annually. Clinica Tepeyac has distinguished itself as a dynamic organization dedicated to eliminating health disparities, with a particular strength serving Latino and immigrant communities. Clinica Tepeyac maintains an unwavering commitment to high quality patient care and continual quality improvement, and to treating each patient with the highest level of respect and compassion.

JOB SUMMARY: The Executive Administrative Assistant demonstrates excellent time management and interpersonal communication skills. The ideal individual will enjoy working in a fast paced and mission driven environment. The position requires the ability to exercise good judgment in performing duties that are confidential in nature, while prioritize competing tasks. The Executive Administrative Assistant demonstrates a high level of verbal and written communication, while collaborating with Executive staff and Board members.

The Executive Administrative Assistant utilizes leadership skills, and the ability to work independently when coordinating events, travel arrangements, and interfacing with other healthcare leaders in the community. The Executive Administrative Assistant can assess and anticipate administrative needs while acting in a professional manner to reflect the core values of the organization.

The Executive Administrative Assistant will have the ability to work independently on projects, such as coordination of the Volunteer Program, and must be able to work under pressure at times to handle a wide variety of activities and members of the community.

MINIMUM QUALIFICATIONS:

1. Education:

- Minimum of a bachelor's Degree or equivalent work experience in healthcare administration, or nonprofit administration.
- Minimum of two years' experience as an Executive Administrative Assistant is required.

2. Experience:

- Minimum of one-year experience coordinating an organization's volunteer program required (program size of 50+ volunteers preferred).

- Minimum of one-year supervisory experience required. Experience in public speaking and representing and organization as an Ambassador. **Event planning experience is required.**
- Public relations experience is preferred.

3. Compensation commensurate with Experience

4. Resume and Cover Letter with Salary Requirement

5. Knowledge, Skills & Abilities:

- **Bilingual in Spanish and English strongly preferred.**
- Effective verbal, written and interpersonal communication skills required.
- Volunteer program coordination and event planning skills required.
- Confident and skilled public speaker and program presenter.
- **Excellent customer service skills required.**
- Experience working well with culturally diverse populations across age groups.
- **Advanced to Intermediate Microsoft Office Suite**, Including Excel Spreadsheets.
- Ability to develop and deliver presentations aimed at various types of volunteers.
- Strong organizational and project management skills.
- Attention to detail and teamwork skills.
- Ability to use sound judgment when dealing with volunteers.

A. ESSENTIAL DUTIES & RESPONSIBILITIES:

Administration

- Responsible for the management of the day-to-day operations of the Administration office, such as ordering of office supplies, working closing with a variety of vendors, and facility management company.
- Organizes and maintains documents for the Executive Team.
- Coordinate the monthly Board of Directors meetings, prepares monthly Board reports, communicate with Board member to confirm meetings, attend Board Meetings and take Board meeting minutes.
- Plan and schedule meetings and appointments for the Executive Team and arrange catered events and various staff meetings. Coordinate meeting set-up and take down. Including the Staff/Board Annual Holiday event.
- Prepare and edit documents and presentations.
- Assist with making travel arrangements for CEO and Board members as needed.
- Required to attend monthly Board meeting from 5:30PM to 8:00PM.

Volunteer Coordinator

- Manage and oversee the success of long-range and annual volunteer initiatives including orientation, selection, and recognition of volunteers.
- Work with the Leadership team to enhance the volunteer experience by establishing appropriate volunteer guidelines and tracking of volunteer hours.

- Conduct Clínica Tepeyac volunteer orientations including processing volunteer applications.
- Evaluate volunteer program effectiveness with Survey Monkey; monitor volunteer, and specific department needs in collaboration with the Human Resource Manager and Department Managers to strengthen the volunteer program.
- Plan and coordinate the Annual volunteer Appreciation event.
- Organize and maintain accurate and timely records of volunteer activities, except for medical staff.
- Organize volunteers for fundraising and special events such as Tortillas for Tepeyac, Fiesta on the Plaza and Adelante 5K.
- Assists with the procurement of donations/silent auction items for Fiesta on the Plaza.

POSITION TYPE/WORK SCHEDULE: This is a full-time, non-exempt, 40 hour/week position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of Clinica Tepeyac.

Clinica Tepeyac is dedicated to equal employment opportunities in any term, condition, or privilege of employment. Clinica Tepeyac prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.