



**HEALTH CENTER
PARTNERS**
of Southern California

A Family of Companies



JOB DESCRIPTION

JOB TITLE:	Executive Assistant	COMPANY:	CNECT
REPORTS TO:	Director of Corporate Communications		
DIRECT REPORTS:	N/A		
STATUS:	Non-Exempt	WORK COMP CLASS:	8810
OUTSIDE TRAVEL:	25%	SECURITY LEVEL:	WORK CONDITIONS: Hybrid
			7-7/M-F

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified at any time, with or without advance notice, to meet the needs of the organization.

JOB SUMMARY

The Executive Assistant (EA) is responsible for directly supporting the President of CNECT, the Senior Vice President of Business Development, the Vice President of Corporate Marketing & Communications, and the Director of Corporate Communications. The EA will work closely with the President, SVP, VP, and Director to provide high-level research and technological, project, and administrative support. The EA will serve as a point of contact for internal and external communications on matters pertaining to the CNECT Leadership team while actively supporting the mission of the Health Center Partners and subsidiary organizations.

ESSENTIAL JOB FUNCTIONS

Executive Support

- Complete a broad variety of high-level administrative responsibilities for the President, including but not limited to; managing an extremely active calendar, preparing sensitive and critical correspondence, compiling documents for meetings, assisting in the development of board reports, arranging complex and detailed travel plans, itineraries, agendas, completing expense reports, and other meeting support functions as required.
- Work closely and effectively with the President to keep them informed of upcoming commitments and responsibilities and follow up appropriately. Act as a “barometer” for the President by having a sense of the issues taking place and keeping the President updated.
- Manage a variety of special projects for the President, including coordination of special events.
- Serve as President’s administrative liaison to the CNECT Board of Directors, including board meeting preparation and timely and accurate minutes of the meetings. Maintain discretion and confidentiality in relationships with Board Members.

Event Planning

- Event planning and management for both internal and external, in-person and virtual meetings (i.e. All-Staff Meetings, Department Retreats, Vendor Meetings), including location, catering, A/V, transportation, promotional and printed material, and on-site event coordination.
- Serve as the tradeshow conference coordinator for in-person and virtual conferences, including logistics of the booth, shipping of promotional materials, and registration for conferences CNECT exhibits at annually.
- Host internal and external virtual and in-person meetings as assigned.

Administrative Duties:

- Assist and provide direct support to department leaders and members by completing various administrative tasks as assigned, including but not limited to coordinating schedules, preparing correspondence, coordinating meetings, and making travel arrangements upon request.
- Responsible for formatting, editing, and proofing documents and producing presentation material when needed.
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting emails, personal correspondence, and other tasks that facilitate the President's abilities to effectively lead the organization.
- Responsible for all corporate printing including stationary, business cards, envelopes, forms, etc. Maintain appropriate stock levels of all printed materials.
- Oversee the accurate filing of documents, either electronically or paper copies, and maintenance of computer databases and mailing lists.
- Perform other clerical and administrative functions and special projects as needed and assigned.

QUALIFICATIONS

Skills

- Excellent business acumen and interpersonal skills.
- Exceptional team player and able to work professionally and collegially with others, including management, in a fast-paced environment.
- Exceptionally skilled in oral and written communication.
- Strong listener and allows others sufficient time and opportunity to speak.
- Builds relationships and influences a variety of audiences at all levels of the Company, as well as external partners, suppliers, and vendors.
- Exceptional organizational skills, with the ability to meet multiple deadlines by managing competing priorities effectively.
- Evaluate the urgency of projects and make decisions in a dynamic and often ambiguous environment.
- Strong work ethic, while remaining composed and productive under stress.
- Consistently produce high-quality work with a commitment to putting in additional effort.
- Maintains confidentiality and meets own commitments.
- Ability to work independently with minimal supervision.

- Strong computer skills, including proficiency in Microsoft Office Suite, specifically Excel and PowerPoint, and technical understanding of relevant databases/programs.

Education/Experience

- Bachelor's degree in Business Administration or related field required.
- Minimum of 5 years experience supporting C-Suite executives.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time.
- Ability to reach, bend and stoop.
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent or unlawful behavior or activity.
- Upon hire and annually attend HCP's HIPAA training and sign HCP's Confidentiality & Non-Disclosure Agreement and HIPAA Privacy Acknowledgment
- Upon hire and annually read and acknowledge understanding of HCP's HIPAA Security Policies and Procedures
- Adhere to HCP's HIPAA Security Policies and Procedures and report all security incidents to HCP's Privacy & Security Officer

To apply, please email a cover letter, resume, and salary expectations to jobs@hcpsocal.org