



JOB DESCRIPTION: SPECIAL ASSISTANT TO PRESIDENTS

CommonHealth ACTION (CHA) is a national, nonprofit public health organization that works with national organizations and community-based partners to create conditions in which all people have equal opportunities to achieve optimal health. To achieve its mission, CHA designs and facilitates community-level programming, provides tailored technical assistance services, engages in research, writing, and evaluation, and offers a range of support to community groups and funding organizations interested in innovative and effective public health practice.

GENERAL RESPONSIBILITIES

The Special Assistant (SA) is an experienced, proactive administrative professional who supports the day-to-day activities of CommonHealth ACTION's executive team (Two Presidents and Sr. VP), programmatic activities, and organizational administration of CommonHealth ACTION (CHA). The SA works independently and with guidance to support the executive team in the following areas: administrative support; recordkeeping/documentation; bookkeeping; research; relationship management; scheduling; travel arrangements; correspondence; meeting planning, implementation, and follow-up; development and maintenance of administrative systems; and drafting communication. The SA also serves as a point of contact for funders, clients, and partners. The SA can expect to provide limited administrative support for programmatic activities (maximum 25%) during certain periods.

The Specialist Assistant position requires excellent interpersonal, organizational, computer, and writing skills as well as the exercise of discretion, independent judgment, political acumen, and trusted handling of confidential information. CHA is a fast-paced and growing organization that requires industrious, creative, and flexible staff.

WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Coordinate meeting logistics for internal and external meetings including: identifying meeting location, setting up AV and computers, serving as a point of contact for external attendees, sending and preparing meeting materials including agenda development, arranging food, setting up meeting room, etc.
- Arrange travel and make hotel reservations.
- Monitor and maintain project, reporting, and deliverable timelines as needed. This includes major timelines related to accounting, human resources, and board management.
- Serve as primary point of contact for CHA Board members, plan board meetings, assemble board book, and ensure timely documentation of board meetings and minutes in collaboration with Office Manager.
- Serve as note taker and transcriber as needed.
- Create and update contacts and project databases.
- Create PowerPoint presentations.
- Design and layout documents and informational materials as needed.
- Send mass communications (blast email, constant contact, etc) on behalf of executive team and organization.
- Compose general hardcopy and email correspondence.
- Reconcile monthly AMEX receipts and travel reimbursements.
- Schedule conference calls and meetings as needed.
- Complete forms, documentation, and templates as needed (e.g., check requests, reimbursements, registration forms, etc.)
- Scan, print, photocopy, and fax documents and receipts.

- Develop and maintain recordkeeping systems.
- Assist with maintaining calendars and scheduling.
- Conduct online research as needed.
- Conduct ongoing environmental scanning to identify professional meetings and funding opportunities and identify news items and reports of interest to executive staff. Join and monitor public health and non-profit list serves as well as Twitter as a means of gathering information for executive staff.
- Attend meetings on behalf of executive staff to take notes and collect information.
- Collaborate and participate in CHA's administrative team activities.
- Provide back-up support for Office Manager.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS & CONDITIONS

EDUCATION AND EXPERIENCE: (Minimum) Associate's degree with at least 10 years of professional administrative experience. References and transcripts may be requested. **Retirees, recently retired, and older workers are encouraged to apply.**

- Mastery of project and organizational administration
- Projects professionalism in all communications and in all interactions
- Demonstrates strong interpersonal skills and an ability to work well with a diversity of people
- Values high-quality work products, error-free
- Strong independent work ethic and self-starter
- Willingness to engage in continuous learning and training
- Strong writing ability
- Demonstrated professional and political aptitude

COMPUTER SKILLS:

- Microsoft Office: **Intermediate to advanced knowledge** of Word, Excel, Access, PowerPoint, Outlook, Publisher, Adobe
- Web research expertise
- Document Design and Layout Skills

HIRING SALARY RANGE: \$45,000 – \$49,000 (Contingent upon available funding) plus competitive benefit package with annual leave, health/dental/vision insurance and retirement contributions with TIAA-CREF (403B).

JOB CLASSIFICATION: Exempt.

JOB LOCATION: The position is based in the Washington Metropolitan area and requires the employee to work at the CommonHealth ACTION office (1301 Connecticut Avenue, NW, Suite 200/501, Washington, DC, 20036).

TRAVEL: Up to 5% travel may be required for this position.

Point of Contact: John Wesley, Office Manager/HR Specialist

CommonHealth ACTION values a respectful, collaborative work environment. We establish and maintain trustful relationships with all staff, contractors, funders, and partners. We believe that hard work, a focus on quality, and a passion for the public's health are required to improve the well-being of individuals, families, and communities. CHA looks to all staff to contribute to the effective implementation of programmatic activities and the successful growth of the organization.