



Administrative Assistant

FLSA Classification: Non-exempt
Reports to: Chief Operating Officer
Salary Range: \$47,840 to \$52,000 DOE
To apply, please visit: <https://tinyurl.com/mshfadmin>
Application deadline: Open until filled

JOB DESCRIPTION

About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital to protect the community's interest in this important healthcare institution. Grounded in organizational values of prevention, access, wellness, fairness, equity, and collaboration, the MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su. Through grantmaking, convening of local partners, and policy change, the foundation's work has resulted in significant improvements in systems that support the health of Mat-Su residents in areas such as behavioral health, child welfare, crisis response, community connections, workforce development, transportation, housing, and senior services.

Position Summary:

The Administrative Assistant (AA) is a first and primary contact for public inquiries and communications, always demonstrating the highest level of professional conduct and demeanor when interfacing with or on behalf of the Foundation. The AA supports MSHF's mission, vision, and values by supporting all staff with a high focus on assisting with conference center operations and the departments of Connect Mat-Su and R.O.C.K. Mat-Su. Key responsibilities include scheduling, planning, and documenting a high volume of meetings and events, serving as a primary point of public contact, reaching across various constituencies including grantees and other partners, and handling official and confidential correspondence.

Job Responsibilities:

Leadership

- Serves as primary point of contact in support of operations on the ground floor of the Mat-Su Health Foundation building
- Manages communication, requests, and calendaring for MSHF conference center and provides support to those utilizing the space
- Works with Connect Mat-Su and R.O.C.K. Mat-Su Directors to provide administrative support for program related initiatives and projects

Program and Administration

- Uses independent judgement to perform all day-to-day front desk functions, including greeting guests, ordering supplies, answering a multi-line phone system, managing W-9s, email/internet communications, copy preparation/filing, stamping/distribution of mail and coordination of front desk workflow
- Coordinates and assists with setup and clean up of catering for meetings and events
- Maintains the ground floor communal spaces in a clean and organized manner, including the reception area, conference center, R.O.C.K. Mat-Su clubhouse, and storage spaces
- Provides secondary support to Building Superintendent as IT interface to respond to questions from staff or conference center guests which do not require technical support and coordination with external IT providers
- Maintains general office directories, records/data management systems, databases, and supplies
- Processes accounts payable utilizing online software
- Processes travel arrangements for staff and non-employees, including reimbursement and allowances

Internal Relationships

- Coordinates with the administrative pool to execute basic job functions associated with administrative support across MSHF
- Communicates and coordinates with Building Superintendent about conference center related issues and needs

External Relationships

- Ensuring a positive experience for building guests, users of the conference center, and vendors by providing warm handoffs that support needs of guests
- Builds relationships with community providers utilizing office space throughout MSHF building; understands services available and connects incoming clients to providers when necessary
- Builds and maintains relationships with community nonprofits, grantees, and other key stakeholders in service to the MSHF mission and vision

Health Equity

- Support program alignment with the organizational commitment to promoting health equity and inclusion
- Strive toward equity and inclusion in all interactions
- Advance personal and professional growth in cultural competency

Competencies:

- Proven and progressively responsible office management skills
- Excellent written and oral communication skills, sensitive to confidentiality and diplomacy required in communicating with broad and diverse audiences
- Demonstration of a positive attitude and approach while working cooperatively in a team-oriented setting



- Ability to learn quickly, stay flexible, and highly organized in fast-paced environment with competing demands while maintaining integrity of work product for self and staff
- Strong analytic skills and the ability to think programmatically
- Ability to handle multiple tasks simultaneously, work collaboratively and independently, and set and meet deadlines
- Ability to advance mission of MSHF through detailed and effective organization skills and logistics coordination

Education & Experience:

Associate degree or three years of experience

Computer proficiency in Microsoft Office

Knowledge of Customer Relationship Management (CRM) systems (preferred)

Other duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Location: Wasilla, Alaska

Work environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical demands: Employee will be spending considerable time at a desk using a computer terminal. Employees occasionally move equipment weighing up to 50 pounds.

EEO statement: Mat-Su Health Foundation is an equal employment opportunity employer.