

Administrative Assistant

FLSA Classification: Non-exempt

Reports to: Connect Mat-Su Director

Salary Range: \$24.00 to \$25.96

To apply, please visit: <https://www.healthymatsu.org/employment>

Application Deadline: Open until filled, with a first review of applicants on June 30th

JOB DESCRIPTION

About Connect Mat-Su

Connect Mat-Su was created in 2018 to serve as a comprehensive and innovative health and social services information and referral resource center. It is a network with both a physical and virtual resource center linking residents with immediate access to the information, referrals, and direct assistance needed to thrive physically, mentally, socially, and emotionally. Connect Mat-Su is wholly owned and operated by the Mat-Su Health Foundation (MSHF). Connect Mat-Su employees are employees of the MSHF.

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 the 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 Connect Mat-Su and R.O.C.K Mat-Su program operations and conference center use. 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.

Essential Duties & Responsibilities

Leadership

- Serves as primary point of contact in support of Connect Mat-Su and R.O.C.K. Mat-Su operations.
- 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 including program-specific tasks utilizing software.

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 the setup and cleanup 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

- Ensures a positive experience for building guests, users of the conference center, and vendors by providing warm handoffs that support the 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

- Supports program alignment with the organizational commitment to promoting health equity and inclusion.
- Strives toward equity and inclusion in all interactions.
- Advances personal and professional growth in cultural competency.

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.

Personal Qualifications

Education & Experience

- Associate's degree or three years of related experience.
- Proficiency in Microsoft Office.
- Knowledge of Customer Relationship Management (CRM) systems (preferred).

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.

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. We celebrate diversity and are committed to creating an inclusive environment for all employees.