



Program Executive Assistant

FLSA Classification: Non-Exempt
Reports to: Chief Community Impact Officer
Salary Range: \$65,000 - \$68,000
To apply, please visit: <https://tinyurl.com/programea>
Application Deadline: May 15, 2024

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:

Reporting to the Chief Community Impact Officer ("CCIO") the Program Executive Assistant (PEA) provides critical administrative support to the CCIO, the Executive Assistant & Board Liaison, and the Board of Directors. The PEA serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CCIO. The PEA serves as a liaison to program management teams; and assists the EA with the board of directors as requested. The PEA organizes and coordinates executive outreach; and oversees special projects. The PEA is privy to proprietary, confidential, and sensitive discussions, issues and organizational matters that demand the highest level of confidence, trust, propriety, and professional engagement when interacting with board members, staff, and external contacts.

Job Responsibilities:

Executive Administrative Support

- Provides executive support to the CCIO, including calendar scheduling, phone and mail, correspondence, purchasing/ordering, copying/filing, and travel arrangements/expense reporting.
- Performs complex and confidential administrative functions, such as researching information and managing special projects.
- Researches, writes, and edits letters of support, memos, grant applications, nominations, presentations, and a variety of other written materials for the CCIO.
- Provides coordination support to the leadership team and Board of Directors as requested by the EA.
- Embraces and mobilizes support for diversity, equity and inclusion; in partnership with the leadership team, ensures the foundation's systems and structures reinforce an equitable and inclusive environment.
- Ability to travel up to 10% of the time.

Board Liaison-At the direction of the CEO EA, supports committees and overarching board members as the secondary assist.

- Provides a point of contact for communications, meeting scheduling, logistics, and business processes, as needed.
- Attends and provides administrative support, including minute-taking for legal and contractual compliance, at MSHF Board and Committee Meetings and Board retreats
- Manages board operations and record-keeping in coordination with the CEO EA, including tracking actions and motions, drafting Board and Committee agendas, and assembling board and committee packets.
- Tracks and monitors MSHF Board policies for annual review and updating.
- Coordinates Board and executive level logistics, keeping track of the annual calendar, deadlines, and regulatory requisites and timely compliance.
- Serves as a resource person on board proceedings and nonprofit board governance best practices.

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:

- Exceptional written and verbal communication skills.
- Ability to support nonprofit board compliance issues.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly to achieve high performance goals and meet deadlines in a fast-paced environment.
- Strong interpersonal communication skills, high emotional maturity, and the ability to build relationships with stakeholders, including staff, board members, funders and other external partners.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team-player who also works well independently.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Ability to advance mission of the organization through detailed and effective organization skills and logistics coordination with commitment to achieving a high level of accuracy and attention to detail and sensitive to confidentiality and diplomacy required in communicating with a broad and diverse audience.

Education & Experience:

- Bachelor's degree preferred or equivalent education and experience; Preferred 3 years of experience supporting C-level executives.
- Impeccable written communication skills and prior responsibility for creating final drafts of documents and correspondence.
- Ability to work as needed outside of regular business hours to support evening board and committee meetings and urgent needs.
- Super user of Microsoft Office Suite, other online systems, and standard office equipment



- Prior experience supporting a Board of Directors is 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 and travel to various locations in the community.

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