



Administrative Assistant

Sacramento, CA

Position Summary:

Health Access seeks an Administrative Assistant to support the organization's activities and staff, and in particular the Director of Operations and Development in the areas of administration and fundraising. The position is located in Sacramento, with occasional travel to our locations in Oakland and Los Angeles.

Primary responsibilities include:***Administration***

- Support Director of Operations and Development in developing timelines, workflows and systems to improve the efficiency of the organization.
- Organize and maintain databases and files.
- Provide overall support for Health Access organizational activities. Serve as primary point person for certain event planning and logistics. For example, for quarterly Board meetings of both Health Access Foundation and Health Access California, help in planning and preparation, including scheduling, assembling and distributing Board materials and packets, obtaining meeting venue, coordinating catering
- Schedule meetings, conference calls, and travel for the Executive Director, Director of Operations and Development and other staff.
- Provide support for office headquarters in Sacramento, and satellite and home offices around California. Troubleshoot office problems (phone, internet, copier, maintenance, etc.) and contact service providers accordingly; act as triage and point person for office IT needs.
- Be responsible for the upkeep of relationships with vendors that provide services to the organization.
- Assist organization in the timing filing of key administrative documents, such as lobbying disclosures forms.
- Provide administrative and financial management support to contract lobbyist.
- Complete office management tasks, including supply ordering, copying, and filing.

General

- Ensure confidentiality and security of proprietary information.

- Adhere to best practices and department timelines; help drive Operations team accountability.
- Perform other related duties and projects as assigned by immediate supervisor and senior management.

Fundraising

- Maintain process to manage an ongoing pipeline of potential funders, including foundations, organizations, and individual donors. Develop/maintain/improve spreadsheet and database funder tracking methods.
- Work with Health Access key personnel to draft and submit grant proposals and reports.
- Manage Health Access California's annual organizational membership drive. Seek opportunities to build membership.
- Support Director of Operations and Development and others staff with recruitment of coalition members.

Supervisory Responsibilities: No supervisory requirements. Depending on experience and desire, may have the opportunity to supervise interns.

Qualifications and Requirements:

- Bachelor's degree or equivalent.
- Strong writing skills
- At least 2 years of relevant experience in administrative support and operations, preferably in a nonprofit setting.
- Strong proficiency in CRM system; prior accounting or grant administration experience preferable.
- Excellent proficiency in MS Office software, Excel, database, and internet research skills.
- Must be able to prioritize multiple projects, meet deadlines, be responsive, and complete administrative functions in a timely and accurate manner.
- Ability to work independently. Excellent planning, organizational and follow-up skills.
- Highly efficient in time management and can meet deadlines under pressure.
- Computer proficient in Microsoft Office software (Outlook, Word, Excel, PowerPoint & Access) as well as related software such as Adobe Acrobat.
- Effectively multi-task, establishes priorities, and work in a fast-paced environment.
- Detail-oriented and strong organizational skills.
- Excellent analytical, verbal, and communication skills.

Language and Communication Skills:

- Read and comprehend general instructions, correspondence, and memos.
- Write professional correspondence and draft development materials.
- Analytical approach to problem-solving.
- Active listening and problem-solving skills.
- Excellent communication and interpersonal skills to develop strong, positive and productive working relationships both within and outside Health Access.

Work Environment:

The noise level in the work environment is usually moderate to loud, as multiple telephone conversations and normal office equipment continue throughout the day. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

About Health Access:

HEALTH ACCESS FOUNDATION undertakes community organizing and education, research and policy analysis, and advocacy to benefit health care consumers, both insured and uninsured.

HEALTH ACCESS CALIFORNIA is the statewide health care consumer advocacy coalition, advocating for quality, affordable health care for *all* Californians. Working together, these two organizations are the leading coalition voice for health care consumers in California. As promoting equity is integral to our mission, Health Access has a diverse staff and seeks applicants for all positions without regard to race, color, religion, national origin, ancestry, sex, age, sexual orientation, gender identity, marital status, veteran status, or physical or mental disability. Health Access offers a competitive salary with excellent benefits including health, life and disability insurance, 401k savings plan, and a fast-paced but casual work environment.

Interested candidates should send a cover letter, resume and salary requirements referencing **Administrative Assistant** position in the subject line to: jobs@health-access.org

or send to 1127 11th Street, Suite 925, Sacramento, CA 95814.