

# CHOICE Regional Health Network

## Job description

**Title:** Executive Assistant

**Reports to:** CEO

**FLSA status:** Salaried Non-Exempt

**FTE status:** 1.0 FTE

**Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Location:** Olympia, WA

**Salary:** \$55,000 - \$65,000

## Who we are

[CHOICE Regional Health Network](#) is a nonprofit organization dedicated to improving community health in central western Washington. To do this, we facilitate partnerships, collective planning, and collaboration with Tribal nations, local healthcare leaders, and community partners, and provide funding and support for regional health improvement programs and services.

At CHOICE, we value teamwork, integrity, accountability, preparedness, clear communication, innovation, and a healthy work environment. Our values guide our work and serve as the foundation for how we engage, partner, and support the communities across our region.

## The opportunity

Are you ready to be the force behind organizational success? In this position, you will drive operational excellence and maximize administrative efficiency. You'll be the go-to person for our CEO and Operations team, taking charge of various scheduling needs, coordinating meetings and events, and communicating with partners. Your exceptional administrative skills will shine through managing front-office interactions and creating outstanding client experiences on-site and over the phone. Additionally, you'll tackle a diverse spectrum of administrative tasks, including travel arrangements, records management, and providing crucial leadership support. A passion for maintaining an efficient workspace, embracing technology solutions to optimize processes, and dedicated support for organizational goals are all pivotal aspects that make this role a key driver of our success here at CHOICE.

## Major duties

### Executive support

- Serve as the Chief Executive Officer's (CEO) primary liaison, anticipating needs and interacting with stakeholders and staff on the CEO's behalf.
- Communicates effectively and represents the organization in a professional and diplomatic manner.
- Manage the CEO's calendar, inbox, and travel arrangements. Prepare meeting materials and complete expense reports.
- Support other executives for seamless communication and coordination within the leadership team.
- Collaborate with our Compliance, Governance, and Contracts Officer to support the Board of Directors and Board committees.

## Correspondence and documentation

- Create clear, concise, respectful, and grammatically correct written communications.
- Review and edit documents with accuracy.
- Draft or prepare documents, materials, and presentations, both in collaborative team settings and individually.
- Capture meeting minutes that accurately reflect key decisions and dialogue.
- Handle confidential information and communications with discretion.
- Establish and maintain an organized, efficient, and up-to-date system for documents, manuals, policies, and records.

## Operations

- Manage the organization's technology infrastructure (e.g. videoconferencing equipment, software licenses, etc).
- Learns and utilizes new software and technology applications to enhance day-to-day work; provide technical assistance to other employees as needed.
- Take primary responsibility for event planning and logistics.

## Qualifications

- **Education:** While a bachelor's degree is preferred, we encourage all applicants who can demonstrate the required skills and professional experience to apply.
- **Preferred work experience:** Three or more years in an executive-level administrative role, preferably in government, public health, or nonprofit sectors.

## Competencies

- **Dependability:** Demonstrate responsive and responsible behavior in a fast-paced setting
- **Teamwork:** Work effectively, proactively, and collaboratively with program staff, stakeholders, and other state and regional partners.
- **Strong social-emotional skills:** Ability to navigate complex interpersonal dynamics, operate with tact, communicate effectively, and maintain strong working relationships.
- **Customer focus and business orientations:** Embrace the organization's mission, understand the big picture, deal well with ambiguity, and flexibly adapt to shifting needs.
- **Computer skills:** Proficient in core productivity software, including Microsoft Office, with a proven ability to learn new applications.
- **Time management:** Plan and manage time effectively. Identify and handle competing workload priorities. Make effective decisions and take appropriate action within short timeframes and deadlines.
- **Oral and written communication:** Ability to write and convey messages clearly. Communication approaches are culturally and linguistically appropriate for targeted and diverse audiences. Models and creates a culture that values listening and candid conversation.

## Benefits

### Salary range

\$55,000 - \$65,000

### Benefits

Paid time off (PTO) with excellent medical, dental, and vision benefits, including employer-funded HSA, and retirement plan with employer match.

## Equal opportunity

CHOICE Regional Health Network provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

CHOICE expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

## How to apply

Please email your resume and cover letter to [hr@crhn.org](mailto:hr@crhn.org) with the subject line “Application for Executive Assistant”