



AMERICA'S ESSENTIAL HOSPITALS

America's Essential Hospitals represents more than 200 hospitals and health systems that share a mission to ensure access to high-quality health care to all people, including those with no ability to pay. As the voice for these hospitals on Capitol Hill, America's Essential Hospitals works closely with Congress and federal regulators on issues critical to our members, especially Medicaid and safety net financing. America's Essential Hospitals advocates on behalf of its members on such issues as Medicaid, Medicare, and access to health care services for vulnerable populations. Our research affiliate, the Essential Hospitals Institute (formerly the National Public Health and Hospital Institute), conducts research and education relevant to America's Essential Hospitals and its members.

JOB TITLE: Executive Coordinator, Essential Hospitals Institute

POSITION SUMMARY: The executive coordinator provides administrative support to the senior vice president and teams in the Essential Hospitals Institute. The position primary responsibility is supporting the senior vice president with secondary responsibility for supporting the managers of Analytics and Fellows Program. The executive coordinator is a member of the operations' administrative team and shares in general administrative duties of the office as necessary.

REPORTS TO: Senior Vice President of Leadership and Innovation

ASSISTANT TO:

Senior Vice President of Leadership and Innovation
Manager of Analytics
Manager of Fellows Program

PRINCIPAL DUTIES AND JOB RESPONSIBILITIES*:

Executive Assistance

- Maintain calendars and be cognizant of executives' schedules/itineraries; coordinate meetings between executives, staff and others
- Manages SVP work related to Institute board and Chair
- Track programs and projects completed
- Assists in project planning for grants and Institute related projects
- Update and maintain all Institute contact lists, including within the iMIS member database, ensuring lists are accurate and up-to-date
- Travel:
 - Make travel and hotel arrangements
 - Prepare material needed for travel
 - Prepare expense reports from receipts
- Correspondence/Mail/Filing:

- Maintain and ensure the upkeep and organization of electronic files/folders for the transformation center
- Assist with Institute based correspondence and mailings; monitor responses if applicable
- Check outboxes for distribution of materials each day
- Prepare file folders and assist with filing as needed
- Institute events:
 - Prepare materials for members' information and use
 - Manage and maintain oversight of production, distribution and shipping of materials to the meeting site in a timely and orderly manner
 - Provide on-site assistance as designated, including confirming hotel provisions are satisfactory and clearly understood by staff (e.g., appropriate room layouts, adequate seating, refreshments, evening reception arrangements, etc.) and help troubleshoot any discrepancies with hotel liaison; man registration desk, check that all materials are received and distributed appropriately
- Website
 - Upload website posts following department protocols to help maintain Institute information
- Support preparation for regular budget reviews by tracking appropriate documentation, submission and payment of purchase orders
- Order books, journals, organizational memberships and other supplies uniquely requested by the Institute; use office protocol to include subscriptions, memberships and online logins in Outlook subscription directory.
- Be conscious of and help identify opportunities for the Institute to be cost effective and financially responsible

Operations Duties

- Collaborate with program assistant to maintain Institute physical space, facilities, technical equipment, and supplies, coordinating with other operations staff as needed.
- Help maintain the organization's member database according to standard procedures
- Issue broadcast faxes and emails to the membership within designated timeframe
- Schedule meetings, reserve conference room, and arrange for refreshments as requested
- Schedule conference calls and issue confirmations to attendees
- Finalize written materials from draft to final release using standard association style format including word processing, transcribing, editing, formatting, spell-checking and proofreading, as necessary
- Manage all elements of production (copying, packaging, binding, or arranging outside print services) as needed
- Assist with packaging and dissemination of mailings, correspondence, reports and publications
- Monitor common areas throughout office are ensure the areas are neat and organized, especially the conference room, work room and kitchen area

** The above statements reflect the general duties and responsibilities necessary to describe the principal functions of the job, as identified, and shall not be considered an exhaustive list of job responsibilities which may be inherent in the position. Responsibilities are subject to change.*

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong administrative/organizational skills with excellent follow-through including the ability to handle multiple tasks and work within deadlines
- Excellent verbal and written communication skills; strong business writing and proofreading skills
- Exceptional customer service skills; service-oriented and responsive to requests in a timely manner
- Ability to work in an environment that requires flexibility and adaptability
- Collaborative team player

Computer & Language Skills

- Intermediate to advanced skills using Microsoft Outlook, Word, Excel and PowerPoint; relevant experience with database management software required (especially iMIS, Access, or Filemaker Pro).
- Keyboarding: Min. 50 wpm, accurate.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

- Bachelors or in process of obtaining a Bachelors degree (preferably in English, political science, or related field), or equivalent work experience and/or supplemental administrative training
- Minimum 2 years as an executive assistant with relevant prior experience under similar fast-paced demands

ESSENTIAL CHARACTERISTICS FOR THIS POSITION INCLUDE:

- Versatile self-starter with initiative, total reliability, and top-flight organizational skills
- Resourceful thinking, ability to offer constructive ideas and apply practical expertise in contribution to department's goals and overall office administration
- Flexible and cooperative nature, outgoing personality

Salary/Benefits:

Position title and salary are commensurate with experience and includes a generous benefits package. America's Essential Hospitals is an equal employment opportunity employer and values diversity in its workforce.

How to Apply:

Send resume, cover letter, salary requirements and a 2-5 page writing sample (unedited) via email, in MS Word or PDF format, to careeropty@essentialhospitals.org.

