

ADMINISTRATIVE ASSISTANT

The New York State Health Foundation (NYSHealth) seeks an Administrative Assistant to support six program officers from the Empowering Health Care Consumers, Building Healthy Communities, Veterans' Health, and Special Projects Fund program teams.

NYSHealth Background:

The New York State Health Foundation (NYSHealth) is a private foundation dedicated to improving the health of all New Yorkers, especially the most vulnerable. NYSHealth began operations in 2006; today, it has approximately \$280 million in assets, a \$15 million annual grants and operations budget, and a staff of 20.

The Foundation is committed to making grants, but also to making a difference beyond our dollars: informing health care policy and practice; spreading effective programs to improve the health system; serving as a convener of health leaders across the State; and providing technical assistance to our grantees and partners. Today, the Foundation concentrates its initiatives in two strategic priority areas: Empowering Health Care Consumers and Building Healthy Communities. It also engages in responsive grantmaking through its Special Projects Fund and maintains a special interest in veterans' health.

Position Overview:

The Administrative Assistant provides direct administrative support to the six program officers in all of NYSHealth's areas of interest: Empowering Health Care Consumers, Building Healthy Communities, Veterans' Health, and Special Projects Fund. The Administrative Assistant will report directly to the Vice President for Programs.

Duties will include, but not be limited to: providing general administrative support to the program teams; assisting in meeting and event planning; preparing travel arrangements; preparing expense reports; providing phone coverage; and responding to general inquiries.

NYSHealth is committed to providing a collegial environment that supports our core values of excellence, customer-friendliness, learning, and good stewardship.

Responsibilities:

The Administrative Assistant will be responsible for:

- Managing schedules and contacts through shared calendars on Microsoft Outlook;
- Booking travel and preparing expense reports for the program officers;
- Coordinating internal and external meetings, luncheons, and special events with staff;

- Providing back-up phone coverage for the President, Vice President, and NYSHealth's main phone line as needed;
- Copying and organizing files, documents, scans, and mailings;
- Assisting grantees with general questions or routing them to the correct person for information;
- Coordinating reviewers, printing materials, and fielding questions during Request for Proposals (RFP) periods; and
- Performing other duties as assigned.

Required Experience and Qualifications:

A Bachelor's degree is preferred. Work experience should demonstrate a detail-oriented, self-starting multitasker with the ability to prioritize and work independently.

Two or more years of previous work experience in a professional office is preferred.

Other qualifications include:

- Superb organizational skills. Attention to detail and follow-through ability, including management of paper flow and time.
- Strong analytical abilities, including clear judgment and creative thinking with the ability to prioritize and juggle multiple assignments for several people.
- Strong writing and oral communication skills, including assertiveness and tact to work collaboratively with colleagues across program areas.
- Excellent computer skills, including facility with multiple software packages such as Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook).
- Experience with Salesforce a plus.
- Exceptional interpersonal skills: collegial, energetic, flexible, motivated, and able to develop productive relationships with colleagues and others who contribute to program development and management. Can work independently and as part of a team.

Application Process:

Candidates are encouraged to describe their skill sets and experience in light of the above qualifications.

Send résumé, statement of interest, and salary expectations to HR@nyshealth.org and include "Administrative Assistant" in the subject line.

The New York State Health Foundation is an equal opportunity employer and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.