



Our mission at *Apicha Community Health Center* is to improve the health of our community and to increase access to comprehensive primary care, preventive health services, mental health, and supportive services. We are committed to excellence and to providing culturally competent services that enhance the quality of life. We advocate for and provide a welcoming environment for underserved and vulnerable people, especially Asians and Pacific Islanders, the LGBT Community and individuals living with and affected by HIV/AIDS.

Position Title: Executive Assistant to the CEO

Reports to: Chief Executive Officer

FSLA Status: Exempt

Position Summary:

The executive assistant provides support to the Chief Executive Officer by handling various administrative duties such as travel arrangements, correspondence, agenda and minutes preparation as well as assisting in the relationship management of various committee relationships to which the CEO participates.

Duties and Responsibilities:

- Provide administrative support to the Chief Executive Officer (CEO) by assisting with day-to-day functions of the office, including: maintaining calendar; scheduling meetings; monitoring email, correspondence and telecommunications; coordinating out of town travel and local transportation; maintaining confidential records and files;
- Monitor CEO email and bring to her attention for action;
- Assist CEO in managing relationships with and updating development of various committees and network CEO participates in including: AIDS Advisory Council and its Subcommittee to End the Epidemic; iHealth board and membership, HIV Innovation ACO, FQHC IPA; IDUHA IPA; NACHC LGBT Primary Care Alliance; LGBT ED Group and NMAC;
- Work closely with CEO in managing weekly Senior Management meetings by preparing agenda, taking meeting notes and writing minutes;
- Schedule quarterly staff meetings, develop agenda with senior and middle managers;
- Work closely with CEO to provide administrative support to the Board of Directors including scheduling monthly board meetings and monthly Finance Committee meetings and Nominations Committee meetings as needed; prepare agenda; work with secretary of the board and staff recorder to generate Board minutes; coordinate refreshments and food service; and other duties as required;
- Schedule regular meetings with board chair, direct reports and others as needed;
- Monitor the 19 Health Center Requirements, goals of the New Assessment Plan (NAP) and the goals in the Strategic Plan in relations to Jackson Heights site;
- Manage various board approved records and notes including board minutes, presentations; By-Laws, Strategic Plans and policies and procedures; Schedule meetings with board members, staff, direct reports, consultants, funders and elected city leaders; Schedule meetings with appropriate staff to prepare speeches/statements for the CEO;
- Assist with special projects/ special assignments and perform essential duties as assigned by CEO;
- Provide supervision of the office assistant to create welcoming environment and embrace the value of professionalism, administrative support and hospitality;
- Assist CEO in reviewing and approving senior management staff's time card, leave request as well as expenditure if needed;
- Answers and screens call for CEO, answer main office line in a backup capacity

- Daily personal contact with Senior Management Team, Board of Directors;
- Personal contact with all levels of staff, volunteers, consultants, patients and clients;
- Daily contact with Community Based Organizations, Health Care facilities and various professional network;
- Participate in ongoing training and education;
- Other duties as assigned

Qualifications

- Bachelors degree required.
- Have an understanding, appreciation and commitment to the mission of Apicha CHC.
- Minimum of 3 years of employment as Executive Assistant to the CEO in a corporation and non-profit organization with supervisory experience required.
- Knowledge of policy issues affecting communities served by Apicha CHC preferred.
- Excellent organization, written, verbal and interpersonal communication skills required.
- Ability to function in a fast-paced environment and to triage effectively.
- Ability to think strategically, while executing tactically.
- Strong analytical and creative thinking skills
- Strong project management and time management skills
- Experience in working in healthcare environment or community-based organizations preferred.
- Experience and ability to work with diverse population including immigrants, LGBT, people with HIV required.
- Ability to work flexible hours including some evenings and weekends, as needed
- Proficiency in common office software required: Microsoft Word, Excel, Power Point and Outlook

Apicha CHC is an Equal Opportunity Employer. M/F/D/V/SO