



Administrative Assistant
Position Description

Job Classification: Non-Exempt, Full-Time
Reporting Relationship: Operations Manager
Schedule: Monday thru Friday, 8:00am to 5:00pm or similar

Who We Are: Community Care Network of Kansas

Community Care Network of Kansas (Community Care) strives to make sure all Kansans have access to high-quality, community-based, whole-person health care close to home.

We are a statewide association made up of a network of community care clinics. Our members serve as the community resource at the local level, dedicated to ensuring the best medical, dental and behavioral care is available to all.

Together, we are leaders in health care training, technical assistance, and public policy discussions at the local, state and federal levels. We collaborate with other health care providers, foundations and individuals who partnered to educate and advocate for equitable access to high-quality care for all. We believe healthy Kansans build strong and vibrant communities, which strengthens the overall quality of life in our great state.

Primary Accountabilities: Reporting to the Operations Manager, the Administrative Assistant is responsible for providing office management and clerical support to Chief Financial Officer, Director of Communications and Governmental Relations, Finance and Operations. The Administrative Assistant is responsible for providing communications expertise and is responsible for developing and implementing marketing and communications strategies for Community Care Network of Kansas ("Community Care")

Major Responsibilities (Responsibilities):

Administrative Support

- Administrative Support for CFO and Director of Communications and Governmental Relations: Includes managing travel arrangements and reimbursements; scanning documents, managing schedules; filing documents; transcribing meeting notes; researching topics relevant to work product; assisting with data entry; learning data use tools to gather data and run reports
- General Support: Assists staff with projects and day-to-day office needs, including developing and securing meeting logistics. Works with staff to ensure that Community Care OneNote is current.
- Office Support: answers phones; greets visitors; sorts, scans and distributes mail, faxes, and other items, as needed; maintains office equipment and orders supplies; monitors common Community Care electronic communication and routes messages as appropriate; cleans and organizes common areas which include, but are not limited to, lobby, work room, conference rooms and kitchen
- Finance: Maintains check log and handles finance mail and paperwork; scans invoices, manages accounting mailbox, prepares staff travel reimbursement forms, credit card charge payment requests, check requests and purchase orders
- Logistics: Serves as the internal meeting coordinator for Community Care; manages all internal audio visual equipment and set-up
- Serves as the liaison with the landlord and vendors, as directed

Media Relations/Communications

- Assists in creating and updating of Community Care's online content; increases search engine optimization ("SEO")
- Develops and distributes e-newsletter to members to keep them advised of regulatory changes, grant opportunities, available trainings and other important items.
- Provides organization-wide e-communications support and manages e-mail marketing platform database.
- Develops and implements social media content, strategies and campaigns.
- Actively monitors Community Care's online reputation.

Membership

- Assists operations with all aspects of Membership
- Assists with the management of the Community Care Website
- Manages the Member Center on Community Care's website

Other Duties as Requested

- Participates as an active member of the Community Care team by developing an overall breadth of knowledge involving all of the Community Care activities and by working together to develop cooperative programs when possible.
- Performs all other duties assigned by management.

Minimum Qualifications:

- Bachelor's degree, preferably in marketing, English/journalism, or a related communications field is required.
- Two (2) years of administrative support experience
- Strong written and verbal communication skills.
- Strong, solution-focused interpersonal and organizational skills.
- Ability to multi-task effectively with attention to detail and quality.
- Experience with Windows operating systems, Microsoft Office, Adobe Creative Suite, and e-mail marketing platform(s) required.
- Strong initiative and ability to work effectively with multiple individuals and manage several projects at once, with minimal supervision.
- Energetic, flexible, collaborative, and proactive; a team member who can positively and productively affect both strategic and tactical operations and administrative initiatives.
- Unrestricted driver's license required.
- Ability to travel as needed (limited travel is expected) within the state of Kansas and to attend national meetings.



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Preferred Qualifications:

- Five to seven (5-7) years of marketing, communications, media or public relations experience is preferred.
- Proficient in Quickbooks
- Demonstrated interest in health care access for all, especially the underserved and uninsured.
- Creative, innovative and strategic-thinking and problem-solving skills.
- Experience with WordPress and Elementor, HTML, Google Analytics, SEO and managing websites strongly preferred.

Physical Demands:

- Regularly required to speak and hear, sit, stand, bend, stoop, kneel and walk.
- Regularly maintain stationary position with regular need to relocate to attend meetings internally and externally
- Ability to read computer screens and operate computer peripherals for an extended period of time, or the ability to discern electronic information through reasonably available accommodations
- Regularly communicate with staff, members and stakeholders in verbally and in writing through in-person, virtual, or other communication vehicles
- Ability to lift up to 50 pounds.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Comments:

Community Care Network of Kansas is an Equal Opportunity Employer and offers an retirement plan, employee benefit program and competitive compensation.