

Administrative Assistant

This part-time Administrative Assistant for the Network for Regional Healthcare Improvement is an exciting opportunity to be a part of an organization that improves health and healthcare in communities across the U.S. through their engaged network of member Regional Health Improvement Collaboratives. The ideal person is dynamic and independent self-starter who can collaborate with team members on projects and can maintain a high level of prioritization and organization to complete numerous assignments.

Responsibilities

- Create and update databases for budgets and events
- Support NRHI online events, especially the monthly webinar series
- Fulfill general office duties including scheduling appointments, making event arrangements, and answering phones
- Document activities prior to and during the events that can be used for internal/external communications
- Assist in reviewing promotional materials
- Work with teams inside and outside the organization

Requirements

- Associate's degree from a recognized college or university
- Strong technology skills, especially Microsoft Office (Word, Excel, PowerPoint), event management solutions (e.g., WEBEX)
- Excellent interpersonal skills with an open and collaborative work style and commitment to get the job done
- Excellent communication skills, verbal and written
- Demonstrated commitment to high professional ethical standards
- Ability to look at situations from several viewpoints
- Ability to work in a highly flexible and unstructured environment
- High comfort level working in a diverse environment

Please email Louise Merriman (lmerriman@nrhi.org) regarding this opportunity.