

KANSAS HEALTH FOUNDATION
Job Description

JOB TITLE: Program Assistant

EMPLOYEE CLASSIFICATION: Non-exempt

POSITION CLASSIFICATION: Administrative

REPORTING RELATIONSHIP: Vice President for Programs

JOB SUMMARY: The program assistant provides day-to-day assistance and administrative support for the Kansas Health Foundation (KHF) <http://kansashealth.org/> program department and works collaboratively with staff, grantees and stakeholders to enhance the effectiveness of funding initiatives designed to achieve KHF's mission.

QUALIFICATIONS:

- Desires to be part of a committed, collaborative, resourceful, and enthusiastic staff
- Possesses minimum of three years professional administrative support experience
- Demonstrates proficiency using Microsoft suite of applications (Word, Outlook, Excel) and excellent data entry skills; learns new software/systems quickly
- Successfully manages administrative projects; effectively prioritizes and completes multiple competing tasks
- Detail-oriented; well-organized with strong time management skills
- Strong interpersonal, oral and written communication skills, including proofreading and editing skills
- Self-starter with a commitment to outstanding performance
- Works well in a collaborative, team environment and works effectively under minimum supervision by taking initiative and ensuring successful and timely completion of all tasks
- Maintains confidentiality
- Undergraduate degree in business or other relevant discipline preferred

TYPICAL DUTIES AND RESPONSIBILITIES:

- Provides administrative support for the program department staff, including assistance with reports and correspondence, meeting preparation and follow-up, invoice processing and expense reporting and maintaining file systems.
- Manages program department staff calendars, schedules internal/external meetings, events, webinars and conference calls; secures meeting locations and coordinates related materials/audio visual
- Prepares travel arrangements for program department staff
- Prepares electronic payment requests for grant and operating expenses for the program department staff and performs electronic grant filing
- Supports developmental and implementation activities related to funding initiatives consistent with strategic plan by actively participating in program-related meetings and developing agendas and minutes
- Conducts research and drafts summary memos; collects and disseminates data for program department staff as requested
- Participates in relevant professional development opportunities
- Performs other duties as requested

TO APPLY:

Applications should be submitted via email to Marsha Newell at mnewell@khf.org with PROGRAM ASSISTANT in the Subject line. Please include 1) cover letter explaining your strengths, interest in the position and fit for the role along with 2) your resume.

Salary is competitive and commensurate with applicant's experience. Excellent benefits.

Applications are accepted until the position is filled.

Only short-listed candidates will be contacted by email for an interview.

KHF is an Equal Opportunity Employer.