



POSITION DESCRIPTION

JOB TITLE: Executive Assistant

EMPLOYEE CLASSIFICATION: Full-time, Non-exempt

REPORTING RELATIONSHIP: Vice President of Operations

Position Overview:

The Kansas Health Foundation is looking for an executive assistant to provide high-level administrative support to the president and CEO and vice president of operations. This includes: scheduling meetings, drafting correspondence, coordinating business travel, preparing payment requests and tracking budget items, managing information requests, handling logistic coordination for internal meetings and special events, answering calls and greeting guests, and working closely with leadership team members on special projects and assignments.

Qualifications:

- Commitment to the Kansas Health Foundation's vision to advance the health and well-being of the people of Kansas by addressing health disparities and racial inequities.
- Embraces a diverse, equitable and inclusive work environment.
- Action-oriented, self-starter who works well independently and on collaborative teams.
- Strong project management skills and the ability to manage multiple priorities, maintain flexibility and meet deadlines.
- Strong interpersonal, oral, and written communication skills
- Proficient in Microsoft Office 365 (Word, Excel, Outlook, PowerPoint).

To Apply:

Please submit a letter of interest and resume by e-mail to hr@khf.org.

Alternatively, submissions may be sent via fax to (316) 462-0971; or, via mail to:

Kansas Health Foundation
Attn: Chris Power
309 E. Douglas
Wichita, KS 67202

The deadline to apply for this position is Friday, November 19, 2021.

The Kansas Health Foundation seeks talented, team-oriented individuals dedicated to our goal of improving the health of all Kansans by addressing health disparities and racial inequities in the state. As an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit www.kansashealth.org.