



VALLEY COMMUNITY HEALTHCARE

6801 Coldwater Canyon Ave, North Hollywood, CA 91605

We are seeking a **Full Time Executive Assistant to the CEO** committed to VCH and quality healthcare to join our dedicated team.

For nearly 50 years, **Valley Community Healthcare** has been one of Los Angeles' leading community-based health centers; providing primary care and promoting community wellness and prevention programs. Located in the San Fernando Valley, Valley Community Healthcare has two sites, 30+ providers. We are an NCQA certified-level 3 Patient Centered Medical Home for over 25,000 unique patients and provided over 100,000 medical visits last year. We are looking to grow and integrate our core programs - primary care, pediatrics, adolescent teen clinic, women's health, dental, optometry, and behavioral health; through a care team approach, quality and innovative care delivery models.

Applications: Valley Community Healthcare offers competitive salary and benefits packages. Please submit a resume, cover letter and salary expectation to our Human Resources Department at ipogosyan@vchcare.org for consideration.

Minimum Qualifications:

- Prior administrative experience, organized, and self motivated individual to provide administration and secretarial support for the CEO and the Executive Leadership Team, as well as management staff
- Must possess good written and oral communication skills, excellent phone and interpersonal skills, with strong attention to detail
- Must be highly organized, work independently and able to prioritize and complete multiple tasks simultaneously with many distractions and changes in work focus
- Must be able to interact with others in a professional and confidential manner at all times
- Must possess strong computer skills, especially in MS Word and Excel, Outlook, PowerPoint
- Must have own vehicle, a valid driver's license and a current auto insurance policy fulfilling state requirements

Specific Duties:

- Type & compose general correspondence, forms, agreements and contracts using word and Adobe Acrobat. Create PDF from File, Edit and combine files in PDF.
- Report to CEO and assist c-suite, and staff with requests/tasks/projects.
- Greets guests for the executive office and HR, and responds to requests for information.
- Distribute faxes and mail checks, correspondence, agreements, and contracts.



- Complete requisition forms and postage memo request forms.
- Organize and maintain Board of Directors compliance, schedules, minutes and meetings as well as VCH files that are electronic and manual.
- Make copies and create mailings, tabs, labels, UPS labels/shipping, binder covers, and mailbox list.
- Maintain and create department and committee calendar for Conference Room and Panda Room, organize/schedule meetings and events.
- Prepare spreadsheets on excel, send group Emails, transfer attachments as documents.
- Complete BOD Packets, Minutes, Agenda and Attendance Sheet, and update Motions Summary, Board of Directors Roster, and required forms for Board Members as needed.
- Attend Board meetings, choose food vendors and order accurately for staff as needed, discuss the delivery schedules and negotiate product standards, determine how much to order.
- Retrieve documents internally or externally, i.e. reports, contracts, agreements; board members, staff and providers information.
- Maintain contracts and updates
- Prepare documents board materials for auditors.
- Manage collection of materials for meetings, distributes board books, pamphlets and create binders with training materials for providers.
- Make travel arrangements for President/CEO/ELT, prepare expense invoices.
- Maintain confidential files.
- Respond to requests for information; Receive/respond to phone calls
- Perform other duties as required

***Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.**

VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER

OUR MISSION: To make an impact on the health and wellbeing of the whole community by providing high quality primary medical care and comprehensive healthcare services to those in need, regardless of their ability to pay.

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