



ADMINISTRATIVE AND PROGRAM ASSISTANT

Job Summary

The Administrative & Program Assistant assists the organization's Administration and Program staff by assuming responsibility for administrative duties and is responsible for organizing and expediting workflow at the Desert Healthcare District. They are responsible for producing a variety of business correspondence, reports, confidential documents, and/or forms related to DHCD administration and program divisions.

Reporting Relationship

The Administrative and Program Assistant reports to the Chief Administration Officer.

Professional Responsibilities

The major role of Administrative and Program Assistant is to assist the Chief Administration Officer and the Chief Program Officer by assuming responsibility for administrative duties and is responsible for organizing and expediting workflow at the Desert Healthcare District. The responsibilities include, but are not limited to:

- Provides administrative and clerical support to the Chief Administration Officer and the Chief Program Officer related to District/Foundation grantmaking program, including scheduling meetings and other events, preparing correspondence, sending mailings and related duties as assigned. Catering for all District/Foundation meetings. Opening and distributing District/Foundation mail. Organize, manage, and maintain electronic and paper grant files and databases. Assists in tracking project finances.
- Compiles and maintains employee records. Assists with the daily administrative operations of human resource and interacts with employees, management and other business associates. Works with benefit brokers/vendors. Presents and administers benefits packages; supports on-boarding and discharge processes. Checks references and organizes background checks.
- Files all organizational documents, including accounting, personnel, and payroll files.
- Work to enhance and improve grants management processes and increase efficiencies.
- Assists in the review and processing of grant applications from letters of intent to approval/denial, including assistance in preparation of funding recommendations for committees and staff.
- Assist in monitoring and documenting grantee performance and preparation of reports for staff, committees, and board.
- Assist in facilitating interaction between grant seekers, grantees, and the District.
- Perform other duties as assigned by the administration and program teams.

Salary range

\$19.23-\$33.65/hour. Commensurate with Experience

Professional Requirements

Bachelor's degree preferred. Minimum five years administrative, program and support experience, preferably in grantmaking, nonprofit, governmental or related institutions. Excellent oral and written communication skills, including grammar, spelling and punctuation and ability to write clear and professional letters, reports, memos, agendas, minutes, and other business documents. Ability to interact professionally, appropriately, and effectively with board members, co-workers, members of the public, grant seekers, grantees, and diverse community, government and professional individuals and groups. Computer proficiency in Microsoft Office and database management software, including grant information and tracking systems. Strong organizational skills. Ability to work productively without direct supervision. Bilingual (English/Spanish) ability strongly preferred.