

## Job Description

<b>Job Title</b>	<b>Executive Assistant, Advocacy &amp; Policy</b>		
<b>Reports to</b>	SVP, Advocacy & Policy/General Counsel		
<b>Effective Date</b>	May 1, 2022	<b>Manager of People</b>	No
<b>FLSA Status</b>	Non-exempt	<b>EEOC Class</b>	5

### **ABOUT NCHA**

NCHA is a statewide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, home health and hospice services, behavioral health services, state psychiatric inpatient services and veterans' services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leverage the scope and scale associated with a \$18+ million-dollar organization, which is funded by members' dues, grants, and shared service.

### **PURPOSE**

Perform a variety of detailed and complex administrative functions to support the operations of the Advocacy & Policy team to advance NCHA legislative goals and objectives. Maintain a high degree of professionalism in all communications and activities to support NCHA members, engage with elected state and federal officials, and interact with partner and colleague organizations.

### **RESPONSIBILITIES**

- Responsibilities include supporting the SVP, Advocacy & Policy, VP State Government Affairs, VP Communications & Public Relations, and other team members as needed, to assist with scheduling appointments, preparing correspondence, coordinating travel, filing expense reports and monitoring status of scheduled activities and projects within the Advocacy & Policy team and consultants to ensure deadlines are met.
- Serve as administrator of NCHA's Political Action Committee (HOSPAC).
- Schedule and prepare agendas for meetings, attend and take minutes, capture action items for staff and consultants, and develop prompt summaries for distribution to NCHA members.
- Working with the NCHA Education Services Project Manager to provide meeting arrangement functions for team members, council, committee or allied group meetings initiated by or handled through Advocacy & Policy team leaders. Provide support to other NCHA meetings as appropriate.
- Provide administrative support to Advocacy & Policy team, to include scheduling meetings and tracking RSVPs, updating website event pages, making copies and organizing mailings, and other support as requested. Work closely with other NCHA administrative support staff.
- Manage responses to NCHA member and legislative requests for information, to include research and compilation of data as appropriate.
- Maintain mailing lists and records as assigned. Maintain email distribution lists, track member interactions through association management software program.

- Other Duties
  - Operate all office equipment and machines. Proficiency with Excel and Microsoft Office Suite. Experience with MailChimp or other e-newsletter software, WordPress and Smartsheet highly preferred.
  - Submit and manage purchase requests, time reports and expense reports.
  - Provide telephone backup to NCHA front desk and other administrative support personnel as needed.
  - Perform other tasks and duties as may be identified by the President, the organizational supervisor or the position itself.

### **MISSION/VISION/VALUES**

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships.
- Support the vision for a North Carolina where high-quality healthcare is equitable and accessible for all.
- Demonstrate the association's core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

### **INTERNAL RELATIONSHIPS**

- Reports directly to the Senior Vice President, Advocacy & Policy/General Counsel and fully supports Vice President of Communications & Public Relations, Vice President of State Government Affairs, and Senior Director, Policy Development.
- Works closely with other Advocacy & Policy team members. Has frequent contact with other administrative support team members on meetings coordination and general support functions.

### **EXTERNAL RELATIONSHIPS**

- Has frequent contact with NCHA member executives and government relations officers. Has regular contact with legislators, legislative staff and others as needed to support advocacy and policy goals.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree, preferably in business administration.
- Three (3) years of administrative experience or related experience.
- An equivalent combination of education, training, and experience may be considered.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of office administration.
- Excellent interpersonal, communication, and computer skills.
- Ability to establish and maintain effective working relationships with co-workers and managers.
- Excellent written communication. Prior experience with compiling summaries, minutes, and written correspondence for executive-level board committees preferred.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Requires occasional travel.
- Uses a computer throughout the workday.

### **COVID-19 VACCINATION POLICY AND PROCEDURE**

- Newly hired NCHA staff will be expected to achieve policy compliance within the first six weeks of NCHA employment.
- NCHA staff may receive the vaccine from any vaccine provider.
- NCHA staff must provide documentation of vaccination to the Director of Human Resources.
- Acceptable proof of vaccination is a document (CDC COVID Vaccination Record Card) by the professional who administered the vaccine which is a World Health Organization (WHO) approved COVID-19 vaccination dosage series or have received the single dose J&J vaccine.

- Vaccination exemptions may be granted for documented medical contraindications/circumstances and religious beliefs

*North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation or other protected status.*