

Executive Assistant

Desert Senita Community Healthcare is seeking an Executive Assistant to join our team. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

The ideal candidate will have the following education and experience:

- High school diploma or equivalent required
- Three (3) years related secretarial experience at an executive level or the equivalent is preferred
- Demonstrated ability to communicate effectively both verbally and in writing
- Demonstrated ability to type with acceptable speed and accuracy
- Ability to operate a variety of office equipment, including but not limited to copiers and adding, postage, and fax machines
- Demonstrated ability for problem solving, decision making, and establishing effective rapport with personnel, patients, providers, employees, and the public
- Ability to exercise independent judgment, determine priorities and take positive action
- Working knowledge of Microsoft Office programs

The ideal candidate will also possess the following knowledge, skills, and abilities:

- Schedule all CEO meetings and conference calls
- Prepare meeting materials
- Manage the CEO's calendar
- Make travel arrangements and prepare itineraries for the CEO
- Coordinate the scheduling and logistics for DSCHC Board and Board-related Committee meetings
- Take and prepare minutes and notes for DSCHC Board and Executive committee meetings and other meetings as needed
- Maintain CEO and Board correspondence files
- Draft correspondence as needed for CEO
- Maintain CEO office files, and ensure that files and records are readily available for staff usage
- Stay informed of important health-related policy issues on the local, state, and federal level
- Perform special projects and duties as assigned
- Maintain facility licensing

Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.