

## Job Description

<b>Job Title</b>	<b>Executive Assistant, Advocacy, Policy, &amp; Communications</b>		
<b>Reports to</b>	Senior Vice President, Advocacy & Policy		
<b>Effective Date</b>	July 1, 2024	<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 \$20+ 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 & Communications teams 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, Policy Development, future VP, Communications, 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 and Communications teams and consultants to ensure deadlines are met.
- Serve as administrator of NCHA's Political Action Committee (HOSPAC).
- Schedule and prepare agendas for meetings and other preparatory materials, attend and take minutes, capture action items for staff and consultants, and develop prompt summaries for distribution to NCHA members. This includes board appointed committees and NCHA member committees and workgroups.
- Collaborate with the NCHA Education team to provide meeting arrangement functions for team members, council, committee or allied group meetings initiated by or handled through Advocacy, Policy, and Communications teams leaders. Provide support to other NCHA meetings as appropriate.
- Provide administrative support to Advocacy, Policy, and Communications teams, 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.
- Responsible for organization of team's SharePoint folders and documents for the advocacy and policy team.
- 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.
  - 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 and fully supports the future Vice President of Communications & Public Relations, and Vice President of Policy Development.
- Works closely with other Advocacy, Policy, and Communications teams' 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**

- High school diploma. Bachelor's degree preferred.
- Minimum three (3) years of professional administrative and office manager experience working for high-level executives or related experience.
- Good analytical skills.
- Experience with managing office services and logistics preferred.
- An equivalent combination of education, training, and experience may be considered.

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

- Excellent knowledge of office administration.
- Advanced knowledge and proficiency in MS Excel, MS PowerPoint, MS Word, Excel Pivot Tables, and Adobe Pro.
- Excellent time management, planning, organization, basic accounting, and problem-solving skills.
- Excellent interpersonal and communication skills. Service-oriented with a high-energy "can do" attitude.
- Ability to establish and maintain effective working relationships with team members and external contacts.
- Demonstrated ability to work collaboratively and to independently manage detailed projects.
- Ability to deliver high quality customer service interactions with consistent quality.

- Ability to build relationships and work collaboratively in teams.
- Ability to adapt to multiple situations and exceed.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work performed mostly in an office or home office environment.
- Requires occasional travel.
- Uses a computer throughout the workday.

*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.*

**Voluntary Self-Identification of a Disability** – To complete the voluntary self-identification of a disability form, please visit <https://www.ncha.org/about-us/careers/>

*NCHA participates in E-Verify and will provide the federal government Form I-9 Information to confirm the candidate for this position is authorized to work in the United States. Please contact [hr@ncha.org](mailto:hr@ncha.org) if you have any questions.*