

Job Description

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| JOB TITLE: | Program Assistant |
| REPORTS TO: | Operations Manager |
| FLSA STATUS: | Non- Exempt |
| APPROVAL DATE: | January 16, 2019 |

About Montana Healthcare Foundation:

The Montana Healthcare Foundation makes strategic investments to improve the health and well-being of all Montanans. Created in 2013, MHCF has approximately \$170 million in assets making it Montana's largest private, health-focused foundation. MHCF contributes to a measurably healthier state by supporting access to quality and affordable health services, conducting evidence-driven research and analysis, and addressing the upstream influences on health and illness. The Foundation is overseen by seven dedicated trustees from across the state and run by an innovative, close-knit team of nine, led by CEO Aaron Wernham, MD. MHCF is a permanent resource for Montana and serves as a catalyst for health care innovation.

Position Summary:

The Program Assistant reports to the Operations Manager. The Program Assistant works closely with and supports two Program Directors and two Program Officers in scheduling, travel, managing relationships, logistics, grants administration support and other activities. He/she will interact regularly with MHCF staff and consultants, board members, grant-making colleagues, current and potential grantees, and community leaders; and assist in maintaining and enhancing a positive image for the organization. As part of MHCF's administrative staff, the person in this position will contribute to achieving the strategic vision and goals of MHCF.

MHCF is in its initial years of operations: funding, programming, and staff continue to grow. All MHCF staff must be self-sufficient and prepared to work in a fast-paced, dynamic team environment in which all team members are expected to adapt to changing needs and take on new tasks as they arise.

Essential Functions

- Exercises exceptional judgment in communication with all constituents, management of confidential information, and representation of the Program Directors and Program Officers to all constituents;
- Supports the work of the program team, creating meeting agendas and minutes, and tracking projects and deadlines;
- Gathers and compiles information to assist with responses to questions and requests, prepares for meetings, and completes projects in adherence to deadlines;
- Performs a variety of support duties including, but not limited to:

- Expertly managing the Program Directors' and Program Officers' schedules, appropriately prioritizing multiple internal and external scheduling requests, adjusting calendars as needed, and promptly scheduling high-priority meetings;
- Coordinates the calendar, scheduling meetings and appointments, prioritizing engagements, and managing changing priorities;
- Creates and compiles supporting materials for meetings;
- Coordinates travel arrangements and developing itineraries with reservation information and meeting materials;
- Screens incoming telephone calls and in-person inquiries, taking action when appropriate and forwarding messages when calls require the Program Officers' attention;
- Maintains contacts in Outlook for key constituents;
- Prepares expense reports;
- Develops and maintains strong working relationships with key constituents, such as Tribal and health agency leadership;
- Organizes the planning and execution of events including, but not limited to:
 - Arranges all aspects of meetings, including registration, hotel reservations, and creation of individual itineraries;
 - Coordinates schedules of outside presentations and meeting guests;
 - Supplies food and refreshments;
 - Performs room set-up and clean-up.
- Works with the Grants Administrator and other staff to:
 - Monitor progress report schedule;
 - Compile data for program-related reports;
 - Provide technical support for grant management software to Program Officers and grantees;
 - Assist grantees through the grant application process.

Other Job Duties

- Other duties and/or projects as assigned under the direction of the Operations Manager.
- Reliability and Attendance – begin work on time and conform to work hours and schedule.
- Work collegially with all Trustees, staff, members of the public (including prospective and eventual grantees) with a positive attitude and cheerful outlook.

Requirements/Qualifications

- A minimum of 3 years work experience, with substantial experience providing executive or administrative support to senior staff;
- Associates degree in a related field;
- Ability to execute duties and responsibilities independently and with minimal supervision, think critically, synthesize information from a variety of sources, work collaboratively or independently as required, prioritize effectively and handle multiple tasks simultaneously, effectively carry out written and oral instructions;
- Excellent organizational and time management skills, and exceptional attention to detail;
- Exceptional tact and diplomacy, ability to quickly gain the trust of stakeholders, staff and trustees;



- Unquestionable personal and professional integrity;
- Excellent communication skills, including diplomacy required to function effectively in a dynamic & interdependent team environment;
- Outstanding writing skills, including ability to draft clear, concise documents;
- Spirit of customer service, facilitating positive and productive interactions between the Program Officers, trustees, staff, and external constituents;
- Ability to travel.

Other Job Information

- Position is full-time – 40 hours/week – with competitive benefit package.
- Team atmosphere with small staff, open communication and minimal hierarchy.
- Office is located in downtown Bozeman, MT.
- Regular car travel throughout the foundation’s service area. Access to use of a reliable private vehicle or rental car for occasional use for business travel in Montana. Mileage reimbursed at allowed IRS rates or actual costs of approved rental car. Ability to secure and maintain a driver’s license valid in the state of Montana and to maintain private liability insurance with minimums outlined under MHCF policy. Periodic overnight travel within the foundation’s service area of the State of Montana and some National travel also required.