

Job Description

JOB TITLE:	Program Assistant
REPORTS TO:	Senior Operations Manager
FLSA STATUS:	Non- Exempt
APPROVAL DATE:	December 29, 2020

About the Montana Healthcare Foundation

The Montana Healthcare Foundation (MHCF) makes strategic investments to improve the health and well-being of all Montanans. 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 led by its CEO, Dr. Aaron Wernham. MHCF is a permanent resource for Montana and catalyzes health innovation. Learn more about the [Foundation](#), its [board of trustees](#), and its [staff](#).

Position Summary

The program assistant reports to the senior operations manager. The program assistant supports the program team comprised of a program director and program officer by providing general administrative support, grants management, program data collection, scheduling meetings and grantee communications, coordinating travel and event logistics, and general project management. This position will interact regularly with Foundation staff and consultants, current and potential grantees, and community leaders; and assist in maintaining and enhancing a positive image for the organization. As part of the administrative staff, this position will contribute to achieving the Foundation's strategic vision and goals.

The Foundation is in its early years of operations: funding, programming, and staff continue to grow. All Foundation 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

ADMINISTRATIVE SUPPORT

- Exercises exceptional judgement in communication with all constituents, management of confidential information, and representation of the program team to all constituents.
- Performs a variety of tasks to support the program team including, but not limited to:
 - Expertly manages schedules, appropriately prioritizes multiple internal and external scheduling requests, adjusts calendars as needed, and promptly schedules high priority meetings;
 - Prepares agendas and coordinates materials for meetings;
 - Attends meetings and records minutes;
 - Coordinates travel arrangements and develops itineraries with reservation information and meeting materials;
 - Screens incoming telephone calls and in-person inquiries, takes action when appropriate and forwards messages when calls require the program staff's attention;
 - Drafts correspondence and presentations;
 - Maintains contacts information for key constituents;
 - Prepares expense reports.
- 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.
- Develops and maintains strong working relationships with key constituents, such as Tribal and health agency leadership.

GRANT & PROJECT MANAGEMENT SUPPORT

- Supports the work of the program team in strategic initiative work, which includes but is not limited to:
 - Drafts initiative work plans;
 - Develops and monitors initiative and project tracking tools;
 - Maintains a system for tracking past and anticipated grants and contracts;
 - Coordinates meeting and reporting schedules with contractors.
- In conjunction with the grant system manager and program staff:
 - Monitors progress report schedule;
 - Compiles data from grantees and contractors for program related management and outcome reports;
 - Provides support for grant management software to program team and grantees;
 - Assists grantees through the grant application process.

OTHER DUTIES

- Other duties and/or projects as assigned under the direction of the senior operations manager and program director.
- 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.

Please note nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Qualifications

- A minimum of 3 years work experience, with substantial experience providing executive or administrative support to senior staff;
- Bachelor's 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.

Required Skills

- Excellent organizational and time management skills, and exceptional attention to detail;
- Excellent communication skills and a spirit of customer service, facilitating positive and productive interactions between the Foundation staff, trustees, and external constituents in a dynamic & interdependent team environment;
- Exceptional tact and diplomacy, ability to quickly gain the trust of stakeholders, staff and trustees;
- Outstanding writing skills, including ability to draft clear, concise documents;
- Unquestionable personal and professional integrity;
- 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.
- The Foundation office is in Bozeman, MT.
- Occasional car travel throughout Montana. Access to use of a reliable private vehicle or rental car for occasional use for business travel. Mileage reimbursed at allowed GSA



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 Foundation policy. Periodic overnight travel within Montana and some national travel may be required.

Essential Physical Skills

The program officer will frequently remain in a stationary position for up to 75% of the work date; stand occasionally moves about inside the office to access equipment, files and meetings; occasionally required to move objects weighing up to 10 pounds and must infrequently move objects weighing more than 20 pounds or carry objects. This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment. This person must communicate clearly using with customers/clients who speak English to accurately convey information and be able to communicate at normal speaking levels both in person and over the telephone. The employee must be able to receive and understand written and oral communication and give written and oral instruction. This position requires the ability to calculate mathematic problems and frequently requires visual acuity at 20 inches or less to review written documents.

Environmental Conditions

Often, in an office environment with visits to external environments that could require walking, driving to and from various locations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Disclaimer

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Foundation employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

To Apply

- Please submit a letter of interest and resume to careers@mthcf.org by January 25, 2021.
- Wage \$23.00-\$26.00 DOE, competitive benefits package.