



## POSITION DESCRIPTION

### **TEMPORARY EXECUTIVE ASSISTANT (Full Time)**

#### **ABOUT THE ROLE**

HealthBegins, a national mission-driven healthcare and health equity consulting and training firm based in Los Angeles, is accepting applications for a temporary executive assistant to work alongside the organization's executive staff. The executive assistant will be filling in for a member of the staff who will be on medical leave. The individual will handle a broad range of responsibilities in order to maximize the executive team's time and effectiveness. We are seeking a highly skilled, hard-working, and dedicated individual. This is a full-time, temporary, contract position lasting from January 3, 2022 to April 1, 2022.

#### **WHY WORK AT HEALTHBEGINS**

You'll join [HealthBegins](#), a mission-driven firm that drives radical transformation in health by helping healthcare and social sector clients improve the social and structural drivers of health equity for patients and communities. You'll join a fast-growing team that's inspiring and helping courageous leaders across the nation to make healthcare and society better by addressing the "upstream" social, economic, and structural conditions that make people sick, especially for our most marginalized patients and communities. You'll extend the reach and impact of our strategic consulting, training and education, technical assistance, and communications and advocacy services and products. And you'll join a work culture that provides great benefits, values, and supports you as you balance work and family commitments, and promotes excellence through team collaboration, continuous learning, transparency, diversity, equity, and inclusion.

#### **RESPONSIBILITIES:**

- Maximize the efficiency and effectiveness of senior executives
  - Assist the President and Managing Director by maintaining calendar, screening calls, arranging meetings, conducting basic research, and maintaining records and correspondence.
  - Anticipate needs and prepare the President and Managing Director for appointments and meetings with external stakeholders.
- Support the executive team in internal and external stakeholder engagement
  - Draft letters and other correspondence and help develop materials for various stakeholders, meetings, and speaking engagements.
  - Work with senior staff to maintain smooth operation of the entire HealthBegins system, becoming familiar with vendors, policies, and procedures.
  - Field incoming media and speaker requests, triage appropriately, and lead internal request review meetings.

#### **ATTRIBUTES INCLUDE:**

- Desire to learn, to uncover answers, go-getter
- Well-organized and clear communicator with attention to detail
- A self-starter who honors the value of teamwork, gathers needed diverse perspectives, and exercises judgment to provide clear recommendations and make important decisions
- Strong interpersonal and client relationship skills, self-awareness, and situational awareness
- Ability to manage multiple projects simultaneously and prioritize issues/escalations
- Intellectually flexible and comfortable with change, ambiguity, and an environment of continuous learning and improvement



- Mission-driven with intellectual curiosity and interest in learning about social and structural drivers of health equity and how to improve them
- Possesses broad experience in handling difficult or sensitive situations in a professional, timely, and thorough manner
- Commitment to work in and support diversity, equity, and inclusion in the workplace
- Quick analysis, troubleshooting, and problem resolution skills
- Must be willing to provide references and have information from their resume and interview verified
- Must have work authorization to work in the United States.

#### **PHYSICAL WORK DEMANDS:**

- Ability to communicate orally with others
- Regular use of the telephone, laptop camera, and email for company communication is essential
- Sitting and/or standing for extended periods at a workstation is common
- Ability to distinguish standard colors
- No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required (e.g., the approximate weight of 3 large telephone books)
- Will provide reasonable accommodations to support candidates to work remotely and to support physical ability

#### **QUALIFICATIONS INCLUDE:**

##### *Required:*

- Bachelor's degree or 4 years of relevant work history post-high school
- Strong interest and commitment to advancing health equity
- Highly proficient in Microsoft Office, Google Workplace software, and Slack
- Superior writing and verbal communication skills

##### *Preferred:*

- EA experience in or with social enterprises, nonprofits, healthcare delivery systems, health plans, human service providers, and/or philanthropies
- Proficient in ClickUp

#### **PREFERRED LOCATION AND TRAVEL REQUIREMENTS**

We prefer candidates based in California but we are also accepting applicants who live in Washington (state) or Massachusetts. This is an opportunity for remote, in-person and/or hybrid work based on the needs of the position and candidate. This position may require up to 10% travel, subject to change based on public health considerations.

While our teams are currently working remotely, we expect to reopen our offices in 2022 based on public health guidance. The ideal candidate is willing and able to work during regular business hours on Pacific Time.

The compensation range for this position is \$30-35/hr. To apply, please submit your cover letter and resume to [admin@healthbegins.org](mailto:admin@healthbegins.org). We will not accept candidates without a cover letter and resume. We appreciate all interest in this opportunity, but we ask that only those who meet the above criteria apply, please.

*HealthBegins strives to maintain a diverse and inclusive workforce through recruitment, retention, and promotion policies. We strongly encourage people who have been directly impacted by the social needs and systemic barriers we address to seek employment with us. HealthBegins believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability, or medical condition.*