

JOB DESCRIPTION

Position: Program Assistant

Reports To: Hospital & HIT Program Manager

General Description of Employer

The Colorado Rural Health Center (CRHC) is a non-profit organization that serves as the State Office of Rural Health. CRHC's mission is to enhance healthcare services in Colorado by providing information education, linkages, tools and energy toward addressing rural healthcare issues.

Position Summary

The Program Assistant for the Programs Department supports the effective and efficient administration of CRHC Critical Access Hospitals, Rural health Clinics and Emergency Preparedness programs and activities by providing direct assistance to the director and program staff.

Essential Duties and Responsibilities

- Responds to inquiries in a timely and professional manner
- Provide outstanding customer service
- Schedule and coordinate events, workshops and meetings as directed
- Prepare and distribute correspondence
- Design and revise documents, including reports and spreadsheets
- Enter data using various database programs and query information for reports
- Conduct research and compile results as requested
- Assist program staff with various projects and other duties assigned
- Assist Director with department related activities
- Coordinate internal department meetings and record minutes
- Manage department travel and expense reports for director and staff
- All other duties as assigned

Skills Required

- Excellent organization skills and experience supporting multiple programs and staff
- Collaborative team player
- Ability to multi-task and pay close attention to detail
- Strong verbal and written communication skills
- Proficient computer skills in Microsoft Office including Word, Excel, Outlook, and a willingness to learn new programs and software
- Ability to conduct research and compile data in an accurate and useful manner
- Ability to work independently, with minimal supervision, in a fast-paced environment
- Ability to manage time appropriately and effectively prioritize duties and activities
- Basic understanding of a deadline-oriented work and the importance of adhering to deadlines in marketing, public relations, events and advocacy work
- Excellent customer service skills required
- Ability to read and comprehend instruction, correspondence and memos
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization

- Experience with hosting WebX / webinars preferred
- Experience with Microsoft Dynamics CRM database organization and software preferred
- Experience with marketing software such as mailchimp preferred

Education and Experience

Minimum Bachelor's Degree, minimum 2 years administrative support experience supporting multiple programs and staff; or equivalent combination of education and experience will be considered. Experience with hospital and clinic environment preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here is representative of those an employee would encounter while performing the essential functions of this job. The work will be performed in a standard office environment, utilizing a standard desk and chair, standard office equipment and a personal computer.

Salary and Benefits

Non-Exempt position. Salary will be based on skills, education, and experience. CRHC's full benefits package will apply. Relocation assistance is not available.

Hours

Full-Time: 40 hours/week; 8:00am to 5:00pm Monday through Friday

Application Process

Applications will be reviewed for minimum job requirements and top candidates will be interviewed.

Please email hr@coruralhealth.org with subject line **Program Assistant**. Your email **must** identify your **salary requirements** and have an attached **cover letter** and **resume** before review consideration is given. In addition, within the email, please identify where you found the listing for this position.

**THE COLORADO RURAL HEALTH CENTER IS AN EQUAL OPPORTUNITY EMPLOYER.
A CRIMINAL BACKGROUND CHECK WILL BE REQUIRED.**

NO PHONE CALLS PLEASE!

3033 S. Parker Rd., Ste. 606 • Aurora, CO 80014
T: 303.832.7493 • F: 303.832.7496 • www.coruralhealth.org