



THE HEALTH CARE IMPROVEMENT FOUNDATION
Building Partnerships For Better Health Care

JOB DESCRIPTION

Job Title: **Administrative Coordinator**

Reports to: President, HCIF. Works under direction of President and senior staff on a project specific basis

Classification: Non-Exempt, Full Time

Supervises: None

Effective date: December 2017

Primary Objective: Provide administrative and event planning support to the Health Care Improvement Foundation

Essential Duties:

- Provide meeting planning support for the Board of Directors, Board committees, Clinical Advisory Committee, and Measures and Methods Committee. Schedule and attend meetings; arrange catering if needed; prepare and distribute meeting materials; produce accurate meeting minutes.
- Serve as Assistant Secretary for the corporate affairs of HCIF and assist the President in administrative and office functions.
- Work with Senior Directors, Project Managers and Project Coordinators in planning and conducting HCIF in-person conferences, events, workshops and webinars; arrange for venue, catering, invitations, registration, audio-visual needs, materials, transportation and accommodations; collect and summarize evaluation forms if needed; keep itemized list of expenses and submit check requisitions for timely payment; and handle arrangements with speakers and host organizations.
- Maintain and regularly update HCIF contact database, including group lists, participation and attendance records.
- Schedule other internal and external meetings, interviews and conference calls on behalf of the President or senior staff; send invitations and receive RSVP's; communicate with attendees.

- Organize and conduct annual hospital appeal. Send appeal and acknowledgement letters, receive and record contribution checks, prepare periodic reports, and complete follow-up.
- Manage contracting and interfacing with office services vendors such as conference calling, supplies, shipping, and office equipment. Manage paperwork and monthly bills for photocopier. Prepare and submit check requisitions for payment of office services and all meeting expenses. Communicate with building management for housekeeping and maintenance issues.
- Manage distribution of mail and checks received for payment and funding.
- Assist in posting content to HCIF website, monthly newsletter, and social media.
- Provide administrative support as needed for other HCIF staff, consultants and contractors, and perform other related assignments and duties, as assigned.

Knowledge, Skills and Abilities

- Ability to communicate fluently in the English language
- General knowledge and interest in the health care field
- Advanced proficiency in Microsoft office products. Familiarity with MailChimp, Survey Monkey, and Adobe products. WordPress, website, and social media experience a plus.
- Excellent written communication skills including typing, grammar, formatting and proofreading
- Strong organizational ability and skills in time management and multi-tasking
- Excellent customer service skills, with ability to deal tactfully and congenially with all colleagues within office suite as well as external contacts
- Demonstrated integrity and ability to keep trusted matters confidential
- Must be flexible, team-oriented and able to work under pressure.

Experience, Education and Training

- Degree or certificate in business administration, health administration, communications or related field required. Bachelor's degree preferred
- Experience in event planning, office management, or administrative support
- Non-profit or healthcare organization experience a plus

ADA Job Requirements:

- Physical Demands: walking, lifting, reaching, standing, carrying, stooping, bending, squatting, grasping, fingering, prolonged sitting, vision, eye-hand coordination
- Communication Skills: writing, speaking, hearing, reading, interpersonal relationships, receiving instructions, giving instructions, telephone

- Intellectual Skills: short and long term memory, abstract reasoning, decision making, directing others, mathematical calculations
- Work Situations: irregular hours, local travel, working alone, and as part of a group, working with the public, fast pace, stressful, leadership skills, multi-tasking, use of general office equipment

Work Environment: Comfortable smoke free office environment
Business and business casual attire

Hours: 8:30 am – 5:00 pm, with one hour lunch period
Occasional in-state travel
Occasional early morning and evening meetings
Overtime rarely required.

EEO Employer F/M/veterans/disabled are encouraged to apply
Send letter of interest and resume to kflynn@hcifonline.org

About the Health Care Improvement Foundation:

The Health Care Improvement Foundation (HCIF) (www.hcifonline.org) is an independent nonprofit organization that drives high-value health care through stakeholder collaboration and targeted quality improvement initiatives. We are dedicated to the vision of a responsive, coordinated health care delivery system that fulfills the needs of patients and consumers, and achieves better health. HCIF's approach engages multi-stakeholder resources to implement solutions that no market participant could achieve individually. Since its inception, HCIF has been recognized as an outstanding example of how advances in quality care can be achieved through large-scale collaboration.

Based in Center City Philadelphia, HCIF was founded in 1980 as an affiliate of the Delaware Valley Healthcare Council of the Hospital & Healthsystem Association of Pennsylvania (HAP), but has operated since 2003 as an independent 501(c)3 organization. The Board of Directors is composed of Pennsylvania leaders representing health systems, health payers, the business community, and the public health sector; plus two consumer representatives. HCIF maintains a staff of eleven (11) and offers competitive benefits, tuition reimbursement and other professional development opportunities for staff. HCIF is an Equal Opportunity Employer.