

CALIFORNIA CHILDREN'S HOSPITAL ASSOCIATION
POSITION DESCRIPTION

TITLE: Office Manager & Executive Assistant
REPORTS TO: President & CEO

GENERAL SUMMARY

- Provide administrative support to CCHA's President & CEO.
- Manage business operations for the office.
- Provide backup administrative support to VP of Finance and VP of Government Affairs.
- Assist with planning meetings.

MAJOR DUTIES AND TASKS

Office Manager

- Manage business operations of CCHA and the day-to-day operations of office, including, but not limited to:
 - Ensuring timely and accurate processing of business contracts and agreements, invoices, credit card bills, and membership dues.
 - Handling human resource matters, including (1) working with CCHA's accountant to process payroll, benefits, and retirement contributions in a timely and accurate manner; and (2) handling new-hire orientation, on-boarding, and employee termination procedures, and updating personnel policies as needed and directed by the President & CEO.
 - Opening and processing incoming mail, answering phones, maintaining office files, and purchasing supplies and other office-related items.
 - Working with CCHA's accountant and VP of Finance to ensure proper record-keeping of CCHA's financial information.
 - Maintaining CCHA's office manual, which documents the association's administrative operations and procedures.
- Help to maintain CCHA's website.
- Arrange quarterly board, CFO, and GR in-person meetings at off-site locations.
- Assist in planning and execution of CCHA's annual leadership retreat.
- Fulfill the role of office's Safety Officer.

Executive Assistant

- Manage President and CEO's calendar, scheduling appointments, meetings, and conference calls.
- Interact professionally with member hospitals, government agencies, professional organizations, and the general public.
- Produce timely, accurate, and complete correspondence, reports, and other business documents in a professional style for the President & CEO and other staff as directed.
- Attend board meetings, take notes, and prepare draft board minutes.
- Perform other duties as assigned by the President and CEO, or as required to effectively meet the responsibilities of the position.

WORKING CONDITIONS

- This position requires occasional overnight travel, for board meetings and the annual retreat.
- Hybrid work: At the sole discretion of the President & CEO, CCHA staff are currently allowed to work from home two days per week.
- This is a full-time position.

SALARY AND BENEFITS

\$60,000-\$70,000 annually, depending on qualifications, plus health, dental, vision benefits and matching 401K.