



**Title:** Executive Assistant

**Reports to:** President and CEO

**Classification:** Manager

**Location:** Boston

**Job description revision number and date:** V1; 4.17.2023

### Organization Summary:

Community Care Cooperative (C3) is a 501(c)(3) non-profit, Accountable Care Organization (ACO) governed by Federally Qualified Health Centers (FQHCs). Our mission is to leverage the collective strengths of FQHCs to improve the health and wellness of the people we serve. We are a fast-growing organization founded in 2016 with 9 health centers and now serving hundreds of thousands of beneficiaries who receive primary care at health centers and independent practices across Massachusetts. We are an innovative organization developing new partnerships and programs to improve the health of members and communities, and to strengthen our health center partners.

### Job Summary:

The Executive Assistant will provide support to the Chief Executive Officer (CEO) and is a key member of the C3 Executive Team. The Executive Assistant will be responsible for coordinating and managing executive scheduling, preparing and organizing important strategic materials and plans, and support board meetings and the preparation of board materials. This role serves as the eyes and ears for the CEO, connecting our FQHCs and partnering organizations, projects, and critical business information to the C3, ensuring meetings and materials are efficient and effective and serves as a trusted partner to deliver against all priorities of the business.

The dynamic nature of this role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate the CEO's needs. The Executive Assistant must interact seamlessly and with a professional demeanor across a broad range of individuals including members of the Senior Management Team, Board of Directors, and leaders that report to the CEO. To perform this job successfully, the individual is expected to handle highly sensitive and confidential financial, legal, personnel and institutional information while exercising professionalism and discretion.

Additionally, the Executive Assistant will serve as the direct manager for administrative roles within C3 and its subsidiaries.

### Responsibilities:

- Serves as primary administrative support for CEO and other members of the executive team as needed
- Ensures efficient and effective administrative management of the CEO's calendar correspondence, reports, and related tasks as needed
- Ensure smooth flow of timely information from the CEO and Executive Team
- Plans and executes weekly executive team meetings as well as executive team retreats
- Plans and executes monthly leadership team meetings as well as leadership team retreats
- Creates and maintains relationships with key members of the organization and member health centers to enable leadership success



## COMMUNITY CARE COOPERATIVE

- Serves as a strategic sounding board to the CEO to ensure that goals and objective are being achieved, and that priorities are being communicated effectively
- Plans and executes monthly and quarterly board and committee meetings
  - Plans and executes annual two-day Board Retreat
- Serves as key point of contact for the Board of Directors and committee members
- Serves as the lead for all Board-related administrative and clerical matters
- Manages company-wide special projects and events
- Manages and maintains public relations with local and national media streams
- Composes and manages correspondence dealing with issues or subject matter that is highly sensitive and confidential
- Supports CEO and other senior executives in strengthening relationships with the administration, legislative, and regulatory bodies
  - Manages communications and information flow between those bodies
  - Directly represents the Company as needed
- Plans and manages efforts to execute upon business development to ensure the success of these efforts
- Assists in organizational development work in coordination with the Chief People Officer
  - Manages and creates employee engagement surveys and co-chairs the Culture Working Group
  - Execute tasks and projects that are related to Culture Working Group and organizational culture
- Drafts and edits important high-level letters and other documents
- Oversee all matters related to management of office
- Supervises administrative assistants
- Other duties and projects as assigned by Executive Team

### Required Skills:

- 2-4 years of relevant experience
- Meticulous attention to detail and accuracy
- Must have the ability to handle multiple concurrent assignments
- A proven ability to take initiative and work effectively with a team
- Comprehensive knowledge of Microsoft Office suite
- Excellent problem solving, organization, and communication skills
- Ability to maintain a high degree of confidentiality, work independently, and effectively multi-task
- Excellent interpersonal, intuition, organizational, and oral/written communication skills required
- Resilient, collaborative, flexible, innovative
- Dependable, hardworking and organized
- Optimistic and energetic
- Ability to handle the sometimes-chaotic nature of a start-up business

### Physical Nature of the Job:

- Light work: Lifting up to 10-15 pounds
- Must be able to remain in a stationary position 50-75% of the time



Desired Other Skills:

- Prior supervisory experience is preferred, but not required
- Familiarity with the MassHealth ACO program
- Familiarity with Federally Qualified Health Centers
- Experience with anti-racism activities, and/or lived experience with racism is highly preferred

Qualifications:

- Bachelor's Degree required; Graduate degree preferred

***\*\* In compliance with Covid-19 Infection Control practices per Mass.gov recommendations, we require all employees to be vaccinated consistent with applicable law. \*\****