



Title: Administrative Assistant

Reports to: Executive Assistant

Classification: Individual Contributor

Location: Hybrid

Job description revision number and date: V1.0; 12/27/2023

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 Administrative Assistant is a highly motivated individual who is responsible for performing a variety of administrative functions to support the Company's Chief People Officer (CPO). This role will work with the CPO, key leadership on the team and other C3 admins daily to execute their position successfully.

The Administrative Assistant has a primary responsibility for ensuring that the administrative functions under their purview work seamlessly and that work is carried out in a way that reflects the values and culture of the organization.

Responsibilities:

- Provides administrative support for CPO including calendar management and day-to-day assistance
- Coordinates logistics for travel arrangements including transportation, hotels, and itineraries as necessary
- Supports meetings for CPO and key leadership team members including scheduling, preparing materials, developing PowerPoints, notetaking and distributing necessary meeting materials
- Assists with management and execution of projects and events
- Work collaboratively and effectively with team members across all departments
- Maintains documentation, presentations, spreadsheets, and departmental databases
- Drafts, proofreads, and edits internal and external correspondence
- Posts department information on intranet and/or shared drives
- Other duties and projects as assigned



Required Skills:

- Flexible and adaptable to change in a fast-paced environment
- Demonstrated ability to work both independently and as part of a team
- Strong interpersonal communication skills
- Comprehensive knowledge of Microsoft Office suite
- Strong verbal/written communication skills
- Excellent customer service, problem-solving, organization, and communication skills
- Ability to maintain a high degree of confidentiality, work independently and as part of a team, and ability to prioritize
- Resilient, collaborative, flexible, innovative
- Dependable, hardworking, and organized
- Ability to learn quickly and seek additional support as necessary
- Ability to understand and carry out oral and written instructions and request clarification when needed
- Ability to build relationships across departments
- Must be able to remain in a stationary position 50-75% of the time

Desired Other Skills:

- 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

- High school diploma or equivalent; associate degree preferred
- 1-3 years of related office experience required

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