



OF HEALTH FACILITIES

*Supporting People,
Health and
Quality of Life*

Main Office
2201 K Street
Sacramento, CA 95816-4922
(916) 441-6400
(916) 441-6441 fax

Southern Calif Regional Office:
560 N. Coast Hwy 101, Ste 8
Encinitas, CA 92024

P.O. Box 370
La Jolla, CA 92038-0370

(760) 944-1666
(760) 944-1049 fax

www.cahf.org

JOB ANNOUNCEMENT

Executive Assistant

This dynamic position is central to the executive office and requires the ability to anticipate needs, be familiar with resources, think critically, and coordinate with colleagues throughout the organization. The Executive Assistant position requires a high level of professionalism, confidentiality, and discretion in supporting both the Chief Executive Officer/President (CEO) and the Chief Operating Officer/Vice President (COO).

MAJOR DUTIES:

The Executive Assistant provides overall administrative support to the CEO and COO, including, but not limited to: managing schedules and calendars; preparing and proofing correspondence and reports; being the first point of contact for phone and appointment inquiries; coordinates in-person and virtual meetings; maintains document management systems; keeps accurate and updated rosters and contact lists; researches and makes travel arrangements; and prepares board and committee agenda packages. The Executive Assistant acts as a liaison between staff members and the CEO/COO to ensure that important information is relayed, escalated issues are flagged and resolved, and other matters are triaged to appropriate resources.

KNOWLEDGE, SKILLS, AND EXPERIENCE:

- Associate degree and at least 5 years related work experience supporting executive/senior management position.
- Attention to detail and accuracy in work product.
- Strong computer skills with advanced Microsoft Office (Outlook, Word, Excel, and PowerPoint) knowledge.
- Strong writing skills employing proper English usage, grammar spelling, and punctuation.
- Ability to remain organized and professional in a fast-paced and changing environment.
- Ability to establish and maintain effective working relations with a wide variety of professional contacts including senior executives, state officials and government representatives.
- Teamwork – must be able to collaborate, coordinate and interact with coworkers.
- Uses good judgement; maintains a high level of integrity and discretion in handling confidential information.

SALARY RANGE: \$60,500-\$72,000

BENEFITS: Paid time off (PTO), designated holidays, health and dental coverage, 401(k) program, life insurance, flex and hybrid work schedule.

CONTACT: Submit cover letter and résumé to rcfujisawa@cahf.org

About the California Association of Health Facilities

California Association of Health Facilities is a non-profit professional organization representing skilled-nursing facilities and intermediate-care facilities for the developmentally disabled. CAHF is dedicated to providing quality care for the frail, elderly, developmentally disabled and those with chronic mental illness.

www.cahf.org