



JOB ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT

The California Association of Health Facilities is seeking a self-motivated Administrative Assistant to provide support to the government and regulatory affairs departments, handling day-to-day tasks and managing team deadlines and projects.

PRIMARY RESPONSIBILITIES:

- Calendar management and scheduling duties for meetings.
- Support departments by staffing multiple work groups and committees, by scheduling meetings, taking minutes, compiling information, tracking attendance, and follow-up on action items.
- Produce PowerPoint presentations, and prepare meeting notices, briefings, agenda, rosters, and other materials as needed.
- Provide support to the state and regional Political Action Committee activities.
- Monitor state agency websites to track, compare, post and file guidance from government regulatory entities including All Facility Letters, updates to the State Operations Manual, regulations, etc.
- Research and make travel arrangements.
- Respond to member calls and emails requesting information.
- Update content on the web site for each department.

QUALIFICATIONS AND EXPERIENCE:

- Excellent interpersonal and communication skills with attention to customer service and be able to respond by direct phone calls or via e-mail.
- Organized self-starter who is detail-oriented and meets deadlines.
- Strong computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook)
 - Needs to be able to put together professional PowerPoint presentations from content provided.
 - Be comfortable with track changes and red lining functions in Microsoft Word.
 - Will need to develop skills in using association database system for data entry needs.
- Familiar with using online survey platforms to conduct surveys, gather data and produce findings.
- Experience in using multiple kinds of videoconferencing platforms (e.g. Teams, Zoom, RingCentral) to schedule, set-up, operate and host virtual meetings.
- Associate's degree or equivalent experience; at least two years administrative work.
- Government relations/legislative affairs background helpful but not required.

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

SALARY RANGE: \$40,000 - \$47,000

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