



*Supporting People,  
Health and  
Quality of Life*

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## California Association of Health Facilities

### JOB DESCRIPTION OVERVIEW 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 manage team deadlines and projects.***

#### **PRIMARY RESPONSIBILITIES:**

- Coordinate grassroots advocacy and fundraising events.
- Monitor and track legislative bills and regulations.
- Schedule legislative appointments, visit and tours.
- Track major donor contributions and coordinate necessary PAC reporting.
- Schedule meetings, manage calendar, book travel arrangements and handle expense reports.
- Answer member e-mail and phone inquiries.
- Take meeting notes, prepare minutes, agenda packets and other resource documents.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Strong multitasking and organizational skills.
- Detail and deadline-oriented.
- Excellent interpersonal and writing skills.
- Government relations/legislative affairs background helpful.
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) with ability to layout and format PowerPoint slide presentations. Familiarity with Teams and Zoom.
- Associate's degree or equivalent experience and at least two years of administrative work experience.

#### **CONTACT:**

Submit cover letter and résumé to [rcfujisawa@cahf.org](mailto: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](http://www.cahf.org)*