

San Mateo County Health Foundation Administrative Assistant Job Description

The San Mateo County Health Foundation's mission is to promote and champion the health and well-being of all residents through philanthropy efforts that support excellence and innovation in the County's hospital and clinics. San Mateo County Medical Foundation is at an inflection point to rethink its goals and strategy, and potentially launch itself on a steeper growth trajectory. To achieve those goals, we are looking for an individual to keep the office organized and efficiently operational.

Essential Functions:

This position is responsible for providing general administrative support as needed, including but not limited to:

1. Administrative Support
 - a. Serve as first point of contact for the organization
 - b. Purchase office supplies and keep track of inventory and interviews new vendors
 - c. Prepare Board of Directors meetings packets
 - d. Maintain organization's electronic and filing of paper documents
 - e. Manage donor database
 - f. Manage repair and maintenance of office equipment, including computers, phones and printers
 - g. Perform general administrative support
2. Special Events
 - a. Coordinate community events
 - b. Assist with scheduling of tours
 - c. Assist with coordination of event logistics
3. Communications
 - a. Answers calls, takes messages, schedules meetings for CEO
 - b. Opens and sorts mail – delivers it to the appropriate staff
 - c. Assist with donor communications, including appeal and thank you letters
 - d. Maintain organizational archives of Board Meeting Packets
 - e. Responds to email inquiries or route them to the CEO

Qualifications:

- a. Knowledge of office management systems and procedures
- b. Working knowledge of office equipment, like printers and fax machines
- c. Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

- d. Excellent time management skills and the ability to prioritize work
- e. Attention to detail and problem-solving skills
- f. Excellent written and verbal communication skills
- g. Strong organizational skills with the ability to multi-task
- h. High School degree; additional qualification as an Administrative assistant or Secretary are a plus

APPLICATION INFORMATION

Please send your email your resume with cover letter to: lwilliams-hurt@smcgov.org include in the subject line: Administrative Assistant Position

San Mateo County Health Foundation is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.