



Adirondack Health Institute

Administrative Assistant

Executive-Level Administrative Experience Wanted!

Adirondack Health Institute (AHI) is an independent, non-profit organization that is leading the way in rural health care transformation across a nine-county region of the North Country. AHI supports hospitals, physician practices, behavioral health providers, community-based organizations, patients and others in our region to transform healthcare and improve population health.

AHI is seeking dedicated, motivated, and highly passionate individuals who share our drive and commitment to making a difference by improving the health of our community. We are seeking an **Administrative Assistant** to join our team in our Glens Falls, NY office.

The North Country Innovation Pilot (NCIP) **Administrative Assistant** will provide executive-level, administrative support to the NCIP Project Manager and team in a professional, efficient, and confidential manner.

The North Country Innovation Pilot (NCIP) is an innovative model designed to promote health and well-being for the residents of a defined geography through an integrated and coordinated provider led health system inclusive of acute and primary care, behavioral health, specialty care and community-based providers impacting the social determinants of health.

This individual will be responsible for coordinating all governance functions related to the NCIP program, such as scheduling meetings, taking and disbursing meeting minutes, distributing materials, etc. This position is highly interactive, requiring excellent customer service skills, initiative, and follow-through in support of the NCIP project management team. This individual will have a one on one working relationship with the NCIP Project Manager while also working closely with the NCIP team, and act as a liaison to the NCIP Steering Committee as well as workgroup leads.

Responsibilities of the Administrative Assistant also include:

- Organizing and scheduling steering committee and workgroup meetings, conference calls and appointments;
- Scheduling and coordinating travel, and other group activities;
- Assisting in the preparation of regularly scheduled reports;
- Maintaining contact lists;
- Managing an active calendar of appointments, arranging complex and detailed travel plans, itineraries and agendas; and compiling documents;
- Working closely with NCIP Project management staff to keep current on upcoming appointments, meetings, mailings and responsibilities to ensure prompt execution of all activities, follow-up as needed and completion of all deliverables in a timely manner; and
- Assisting and coordinating scheduling of community events, conferences, travel, conference rooms and employee meetings.

Education & Experience: Ideal candidates will have a Bachelors' Degree in related field and a minimum 3 – 5 years' administrative experience; or equivalent combination of education and experience. Demonstrated experience working with executives in highly professional and confidential environments is required.

Other Skills: Candidates must have proficiency in Microsoft applications, such as Excel, PowerPoint, Word, and Outlook. Strong interpersonal, time management, and problem-solving skills are required. Candidates must have a strong attention to detail and possess superior organizational skills.

Other Requirements: Must have a valid New York State driver's license and vehicle or provide evidence of mobility within assigned community. Occasional travel to meetings within service area may be required. Travel is primarily during the business day.

Position Schedule: Full-Time; Monday through Friday with occasional early morning hours to accommodate special meetings or initiatives.

Notes: This is a grant-funded position. This position is anticipated to be funded for up to one year through a NYS grant. Planning activities will begin in 2019 with a targeted program launch in 2020, dependent upon planning outcomes.

At AHI, we are leading the way in rural healthcare transformation. By partnering with regional health care providers and community-based organizations, we strive to improve care, lower costs, and realize a healthier future for the Adirondack region. If you are enthusiastic, energetic, and ready to "roll up your sleeves," this is your new opportunity!

AHI provides a friendly and challenging work environment and a comprehensive benefits package. To apply, please visit <https://ahihealth.org/who-we-are/careers/> and complete an online application.

AHI is an Affirmative Action EEO employer and provides opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. AHI will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.