

GROUP HEALTH FOUNDATION

Operations Associate position description

ABOUT US

Group Health Foundation is a growing 501(c)(4) philanthropic organization committed to shaping and accelerating efforts to improve health and health equity in the State of Washington. We are seeking an **Operations Associate** to join our expanding team.

Fueled by Group Health Cooperative's legacy and \$1.9 billion in funds resulting from Kaiser Permanente's acquisition of the Cooperative, we have an audacious goal: health equity in Washington State. We are committed to creating and supporting conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential. We are dedicated to partnering with communities across the state to advance a shared vision for a vibrant, healthy future.

Cultivating a diverse and inclusive staff is essential to these aspirations. Applicants who embody the broad array of diversity, lived experiences in our communities, and lived experiences with a disability are strongly and sincerely encouraged to apply.

To learn more about our work and values, please visit our [website](#).

POSITION SUMMARY

The Operations Associate provides executive-level administrative and project support to the Senior Vice President/Chief Operating Officer (SVP/COO) and supports important initiatives across a range of functions including human resources, finance, and communications. The Operations Associate reports directly to the SVP/COO and participates in a broad array of activities connected to the rapid expansion and healthy functioning of the Foundation. Great communication skills, a positive attitude, excellent attention to detail, and flexibility to adapt to changing needs and priorities are essential for success in the role.

This is a full-time, non-exempt position located in our Seattle office. Some early morning and evening hours may be required. Periodic statewide and regional travel should be expected. All employees participate in our quarterly offsite retreats, which often require travel and overnight stays.

PRIMARY RESPONSIBILITIES

- Serve as the executive assistant to the SVP/COO.
- Manage the SVP/COO's calendar, juggling competing priorities as necessary. Schedule internal and external meetings, provide relevant preparation materials, and ensure appropriate follow-up.
- Provide project management and administrative support for a range of initiatives that the SVP/COO, Finance Director, and Human Resources Director are leading.

- Manage the development and implementation of systems- and infrastructure-building projects.
- Support staff recruitment efforts. Manage scheduling, logistics, and communications for candidate interviews.
- Coordinate onboarding and welcome activities for new staff members.
- Monitor and process general emails to the finance and human resources divisions.
- Support the finance team in processing invoices and grant payments.
- Provide back-up support for meetings, events, and the reception area.
- Coordinate all-staff meeting agendas.
- Compose, edit, design, and format documents.
- Assist with the organizing and archiving of Foundation files and documents.
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation

QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- Desire and ability to work with people of diverse backgrounds, cultures, perspectives, and lived experiences
- Demonstrated ability to work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Minimum of five years of experience managing projects and initiatives
- Experience working under pressure and managing multiple, competing tasks and priorities
- Exceptional project management skills, organizational skills, and attention to detail
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner
- Strong writing, copy editing, and formatting skills
- High degree of personal and professional integrity and the ability to work with confidential information
- Strong verbal, non-verbal, and written communication skills, and a strong customer service orientation
- Demonstrated ability to take initiative and contribute to the goals of a dynamic and growing organization
- Ability to authentically connect the Foundation's mission and aspirations with one's own personal and lived experiences
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and the ability to adapt to new technologies
- Ability to take part in occasional meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different than your own (travel is estimated at 5% for this position)

COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant market data are reviewed when setting ranges for each position. The

anticipated starting salary range for this position is \$64,000 to 82,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency (in more than one language) that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes medical/dental/vision for the employee and dependent children (covered at 90%), a 10% retirement contribution, generous and flexible paid time off, paid parental leave, a fully subsidized transit pass, and support for ongoing professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [applicant portal](#). You will receive an automatic acknowledgment of your application once you submit your materials and can expect regular updates from the Foundation while the search process is underway.

We will review applications on a rolling basis as they are submitted, with priority given to applications submitted by **September 27, 2019**. Until the position is filled, all applications will be accepted and reviewed. If the position is visible on our website, it remains open.

Thank you for your interest in joining Group Health Foundation!