**Position:** Executive Assistant

**Objective:** The role of the Executive Assistant is to provide complex and confidential administrative support to the Chief Executive Officer (CEO) of Cascade Women’s Health (CWH). Primary duties are to ensure a consistent workflow of activity around stated responsibilities, in order to maintain the integrity of the organization.

**Reports to**: Chief Executive Officer

**Qualifications:**

* Committed to Christ and willing to do His will in the ministry
* Exhibits strong commitment and dedication to the pro-life ministry and sexual purity
* Agrees with and is willing to uphold and comply with the Mission Statement, Vision Statement, Statement of Principle, Statement of Faith, and policies of the Clinic
* Able to work within CWH organizational structure, both independently and as a team player
* Willing to share the love of Jesus Christ and to represent the Clinic within the community
* Able to respect and maintain confidentiality
* Demonstrated track record of being decisive and having good judgement
* Occasional evening and weekend availability

**Administrative qualifications:**

* Five + years executive level administration and supervisory responsibility
* Strong technical writing and research skills
* Skilled in learning new software/databases
* Experience with data analysis and creating reports
* Detailed oriented and strong organizational skills
* Proficient in Microsoft Suite, including Outlook, Word, and Excel
* Demonstrates initiative and able to delegate
* Self-motivated, dependable, flexible, and works with autonomy
* Excellent communication and leadership skills

**Responsibilities:**

* Conserves CEO’s time, promoting the clinic’s image by representing the CEO internally and externally
* Project lead for maintaining AAAHC standards/compliance for clinic accreditation
* Manages updates and revisions for all CWH manuals, including research into new policies
* Under direction of the CEO, compiles monthly, quarterly, and annual board reports
* Privacy officer, keeping Clinic up to date on HIPAA requirements
* Serve on committees as required for collaboration on projects and campaigns
* Superintends travel arrangements as needed
* Formulates meetings and collaborates on event arrangements
* Additional duties as assigned

**Vital Skills:**

Project Management, Writing Skills, Data Analysis, Proficient Microsoft Office Skills, Organization and Time Management, Communication

**Work Schedule:** This is a part-time, 30 hours per week, exempt position.

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Signature Date

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CEO Signature Date