



Administrative Assistant

Under general supervision of the Missouri Rural Health Association (MRHA) Executive Director, the individual in this position serves as the Administrative Assistant for the Missouri Rural Health Association.

The individual in this position serves to help coordinate the activities of the Association, the boards, committees, the work of our various grants and programs including MRHA CONNECT and assisting with conferences. They will support the work of other MRHA staff and serve as an assistant to the MRHA Executive Director.

This position is 20 hours a week. This position is 100% remote, however, must be located in Central Missouri with the ability to be in Jefferson City weekly to retrieve association mail and deposit checks.

ACTIVITY COORDINATION

1. Support the work of the senior staff of the organization
2. Support the senior staff in planning of their meetings and events; including: communications, booking locations for meeting, posting sign up forms, speaker contracts, and other items as needed
2. Support the board of directors in planning their meetings including drafting the agenda based on direction from the executive director and board president as well as collecting and disturbing meeting information and reports
3. Support the MRHA Committees. Coordinate meetings, maintain accurate records of committee members including verifying membership, send out agendas and notes prior to meetings.
5. Support the work of grants
6. Meeting and calendar coordination through use of doodle and other online resources
7. Maintain online project management resources (Trello/MRHA Connect/Monday.com)
8. Send emails through Higher Logic
9. Attend board and staff meetings to take meeting minutes

FINANCE AND MAIL SUPPORT

1. Pick up and distribute mail
2. Log all checks and deposit them at the bank.



3. Coordinate with the Executive Director, accountants and Director of Projects and Initiatives on the financial needs of the organization

MATERIALS PREPARATION

1. Prepare and distribute agendas and packets based on items determined by the Executive Director or other Senior Staff
2. Collect and prepare meeting packets/handouts as needed.
3. Proofread and edit documents.
4. Coordinate printing and prepare mailings.
5. Prepare letters, memos, and program reports based on the content provided by the Senior Staff

MEMBERSHIP CUSTOMER SERVICE

1. Lead on all membership needs of both MRHA and MARHC
2. Maintain membership database
3. Process new members who join via paper/mail
4. Call all new members every month and welcome them to the organization
2. Call all members recently canceled to encourage them to rejoin the Association
3. Maintain New Member Survey and respond to any survey responses as needed
4. Respond to inquiries and provide customers information in written and verbal form as provided from the Executive Director if needed
5. Provide technical support for customers using MRHA Connect, online databases, website, and/or other internal services

GENERAL

1. Provide administrative and secretarial services
2. Coordinate the Directors Calendar
3. Maintain all board, committee, and master contact lists
4. Maintain all files pertaining to duties
6. Be familiar with all functions of the Association
7. Provide on-site staff support for MRHA events as requested by Director
8. Work with members/customers to resolve concerns and issues.



9. Participate in required meetings and events as appropriate to the position.
10. Research and compile statistics and data as needed for projects.
11. Retrieve mail
12. Scan all mail and direct to the appropriate person
13. Deposit checks
14. Digitize old files

PROFESSIONAL BEHAVIOR AND LEADERSHIP

1. Demonstrates the ability to handle complex, changing agendas.
2. Demonstrates professional and ethical behavior and sensitivity to issues of diversity.
3. Utilizes effective oral and written communication skills.
4. Supports the philosophy of a multi-purpose organization.
5. Accepts challenges with a sense of purpose and direction.
6. Available for consultation as needed in an open, communicative manner.

OTHER DUTIES

1. Perform other duties as assigned.

RESOURCE MANAGEMENT

1. Any information obtained by employee during the course of work for the Missouri Rural Health Association and the Missouri Association of Rural Health Clinics that would be reasonably considered confidential or proprietary, such as technical, business, program, membership marketing, financial, and promotional plan and information, shall always be considered Confidential Information, even if it is not identified as confidential or proprietary. The employee will hold such information in the strictest confidence and will protect it with the same degree of care they would exercise to protect their Confidential Information. Proprietary Information will not be used for any reason other than to perform the duties.
2. The employee agrees that all materials produced, or inventions created for Missouri Rural Health Association and/or the Missouri Association of Rural Health Clinics shall be considered works for hire and shall be the sole property of the organization. To the extent such materials are not works for hire the employee hereby assigns all right, title, and interest in and to such materials to MRHA/MARHA and acknowledges that the payments made to them constitute good and sufficient consideration for this assignment.



3. The employee agrees and understands that technology devices issued by the MRHA/MARHA are intended for business purposes only. The employee agrees to practice sound judgement and stewardship during the use of MSD/MONA office resources to conduct official business.

QUALIFICATIONS

EDUCATION

High School diploma/GED required. Associates Degree or higher preferred

EXPERIENCE

1. Three years secretarial or office management experience.
2. Knowledge of standard office procedures and practices related to recordkeeping, proper English grammar, punctuation, and spelling; proofreading; customer service skills; accounting and budget principles; research methods; and effective telephone techniques. Also, the ability to operate standard office equipment such as computers, fax and copy machines.
3. Advanced skills in standard software applications including Microsoft Office (Word, Excel, PowerPoint, and Access); internet research skills, ability to master fluency in web-based software technologies, database software, and registration systems.

SKILLS

1. Ability to handle questions calmly and respond concisely and present professional appearance.
2. Ability to apply policy in decisions related to programs, know abilities and limitations, and take responsibility for own decisions.
3. Excellent communication, writing skills, and attention to detail. Prepare clear and concise written communications and communicate effectively with diverse groups.
4. Skill and ability to adapt to changing technology; work independently; utilize critical thinking skills; organize and prioritize work; coordinate a variety of projects; simultaneously read, interpret, research, explain and apply laws, rules, regulations, policies and procedures relating to association business; establish and maintain cooperative working relationships.
5. Demonstrates professionalism by actions, communications, and behaviors; responds appropriately to constructive criticism.
6. Ability to travel independently to offsite locations for meetings and events.

Travel Requirements:



There will be minimal travel required for this job. Travel expenses are paid for or reimbursed by MRHA.

Compensation:

\$20/hr