



POSITION DESCRIPTION

EXECUTIVE ASSISTANT (Full-Time, Hybrid)

About the position

HealthBegins is looking for an **Executive Assistant** to join our team! This is a unique opportunity for a seasoned professional who goes beyond the role of a typical administrative assistant and instead serves as a strategic collaborator, actively contributing to and supporting a leadership team in business development, strategic planning, and partnership development initiatives.

As **Executive Assistant**, you will join a fast-growing, mission-driven team that's inspiring and helping courageous leaders across the nation to make healthcare and society better by addressing the "upstream" social, economic, and structural conditions that make people sick, especially for community members harmed by systemic racism.

This is a full-time, salaried position, reporting to the Business Operations Director. The primary role of this position will be to provide executive administrative and operational support to the executive team. This hybrid position is based in our Burbank office and requires working in the office at least one day per week.

As a key partner to leadership, you will play a vital role in advancing our mission of improving health equity. You will work closely with the executive team and will act as a liaison to a wide range of external partners and stakeholders to extend the reach and impact of HealthBegins' Mission and Vision. You'll join a work culture that provides great [benefits](#), values, and supports you as you balance work and family commitments, and promotes excellence through team collaboration, continuous learning, transparency, diversity, equity, and inclusion.

Who will love this job

- **A standout colleague** – You have interpersonal savvy. You love collaborating with teams, whether internal or external. You relate well to all kinds of people and innately build strong relationships.
- **A problem-solver** – You think holistically, and can create, implement, and streamline existing systems and processes in order to solve inefficiencies. You look beyond the obvious and don't stop at the first answers.
- **A go-getter** – You're a self-starter who is eager to tackle challenging tasks, uncovering answers while learning along the way. You can act based on the best information available, and are not shy in asking for the information you need.
- **A skilled communicator** – you can communicate clearly and succinctly in various communication settings and styles.
- **A juggler** – You can navigate different executive communication styles and needs and are flexible and adaptable to support a growing executive team. You can shift gears comfortably. You manage multiple projects and shifting timelines with ease. You learn on the fly when facing new challenges or unfamiliar tasks.
- **A thoughtful and tech-savvy planner** – You love being organized while leveraging technology to optimize quality and productivity. You can marshal resources to get things done. You use resources effectively and efficiently and arrange and present information in a helpful manner. You anticipate needs before they arise.
- **A paragon of poise** – You're composed and cool under pressure. You're not knocked off balance by the unexpected and can be counted on to hold things together in tough times.

What you'll do:

You'll work closely with the Executive Team to maximize their efficiency and effectiveness by:

Spending 50% of your time on Executive Support:

- Create and implement a system to support the executive team with scheduling, calendaring, and related communication with internal staff, clients, and partners.
- Work closely with the executives to keep them well informed of upcoming commitments, and ensure deadlines are met.
- Send out communications on behalf of executives, including memos, presentations, emails, and meeting agendas.
- When required, act as a thought partner to the executives, supporting them with content for department meetings and retreats.
- Coordinate meeting logistics, travel arrangements, expense reports, and reconciliation.
- Manage in-office logistics and mailings.

Spending 30% of your time on Project Management and Program Support:

- Provide project management support, including proactive support and development of meeting agendas, materials, action items, and timelines.
- Supporting executives in business and partnership development which includes data entry into Constituent Relationship Management (CRM) systems.
- Collaborate with cross-functional teams to support the implementation of internal systems, when assigned.

Spending 20% of your time on Operational Support and Special Projects:

- Independently seeking opportunities to enhance HealthBegins' operations and make concise recommendations.
- Providing general administrative support to the Operations department, including event support.
- Manage or support special projects, team retreats, and initiatives as assigned by the executives, ensuring timely and accurate completion.

You should have:

- At least five years of relevant experience effectively partnering with and supporting principals, executives, and senior leaders.
- A strong interest and commitment to advancing health equity.
- A strong sense of priorities/objectives and ability to anticipate staff's needs.
- Excellent administrative and organizational skills, with the ability to prioritize and manage multiple responsibilities and projects.
- The ability to exercise sound judgment and discretion when handling sensitive and confidential information.
- Proficiencies in Microsoft 365, Google Workspace, Zoom, and Slack. HubSpot and ClickUp experience is a plus.
- Basic understanding of financial concepts.
- Superior written and verbal communication skills.
- A team player mindset with a collaborative working style.

Physical requirements

- Ability to work in our Burbank, CA office at least once a week to manage the office and willingness to travel up to 10% of the time, inclusive of company retreats or team conferences.
- No heavy lifting is expected.
- Will provide reasonable accommodations to support candidates to work remotely and to support physical ability.

Don't meet every requirement?

Even if you don't meet all requirements, we still want to hear from you! Research shows that women, non-binary applicants, and people of color often hesitate to apply unless they check off every box. HealthBegins strives to maintain a diverse and inclusive workforce through recruitment, retention, and promotion policies. We strongly encourage applications from individuals with diverse backgrounds, experiences, and identities as well as those who have been directly impacted by the social needs and systemic barriers we seek to address.

HealthBegins believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability, or medical condition.

Why work at HealthBegins

HealthBegins is a mission-driven consultancy firm that drives radical transformation in health by helping Medicaid-managed care plans, health systems, and social sector clients advance health equity and improve the social and structural drivers that put patients and communities in harm's way. Better health for all begins with equity. Learn more [here](#).

The compensation range for this position is \$65,000 - \$75,000 commensurate with experience.

How to apply

In order to apply, you must be authorized to work in the United States. Submit your cover letter and resume to admin@healthbegins.org. We will not accept candidates without a cover letter and resume. We appreciate all interest in this opportunity, but we ask that only Southern CA residents who are able to travel to Burbank, CA, and meet the above criteria apply.