

## Missouri Health Care for All Administrative Assistant



Missouri Health Care for All, a non-partisan, faith and community-based grassroots movement committed to securing access to affordable, high-quality health care for all Missourians is seeking a full-time Administrative Assistant.

**Location:** This person will work from our office in South St. Louis City. There will be periodic statewide travel (1-2 trips per year, average). Some trips will require an overnight stay. *At this time, due to the COVID-19 pandemic, all staff are working from home, and there is no work-related travel permitted.*

**About the Organization:** Missouri Health Care for All was founded on the principle that every Missourian should have access to quality affordable health care. We work with faith communities, community groups, service providers, people who need health care, and grassroots supporters statewide to advocate for these principles. We work to defend current health care programs and funding and to advance policies that improve access to care. We are actively working to become an anti-racist organization.

**About the Job:** The Administrative Assistant will work with the Operations Director to support many parts of our organization's operational systems. We are looking for a detail-oriented, organized, and dynamic candidate with an excellent ability to manage multiple projects at once. Furthermore, as a small, but growing organization, it is also expected that the Administrative Assistant will help develop new systems as needed. This requires a flexible, team player who possesses a growth mindset.

**Reporting & Staffing Structure:** The Administrative Assistant will report directly to Missouri Health Care for All's Operations Director, who is based in St. Louis, Missouri. Other staff are based in St. Louis, Joplin, Springfield, Festus, Kansas City, and Jefferson City, Missouri.

### Major Responsibilities:

- General administrative items such as office and equipment management, the procurement of supplies, printing, and monitoring the organization's correspondence.
- Manage and maintain technology platforms including, but not limited to, QuickBooks, cloud drives, and member databases.
- Support our development work by thanking donors, handling product sales, and assisting in the management of foundation grants.
- Assist with tasks related to human resources such as employee benefits management.
- Coordinate logistics related to board meetings, staff meetings, and special events.
- Complete tasks related to the yearly audit, 990, and monthly financials.
- Support our statewide staff with their administrative needs.
- Processing payables and receivables.
- Other duties as assigned.

### Qualifications:

The ideal candidate will have the following skills and experiences:

- Experience and strong track record in a similar role.
- Highly organized and responsive with the ability to manage multiple projects at once.

- A confident, self-starter with an extremely close eye for detail.
- Passion for Missouri Health Care for All's mission of *quality, affordable health care for all people*.
- Commitment to anti-racist work, and enthusiasm about participating in organizational efforts to become an anti-racist organization.
- Strong computer skills, including the ability to learn new programs and troubleshoot.
- Experience working with member databases, Microsoft Excel, and QuickBooks.
- Reliable transportation and driver's license.

**Salary and Benefits:**

Salary of \$38,500 per year, increasing to \$40,000 on 1/1/21. Benefits include generous health, dental and vision insurance; generous vacation and sick leave; paid holidays; paid parental leave; and retirement plan. Intangible benefits include great coworkers, a growing and thriving organization, and an opportunity to make a difference.

**To Apply:**

Please send cover letter and resume to Drew Noblot at [drew@mohealthcareforall.org](mailto:drew@mohealthcareforall.org). Please use "Administrative Assistant" as your subject line.

Interviews will be conducted on a rolling basis until the position is filled. For greatest consideration, please submit your application by Friday, October 23. All interviews will be conducted via Zoom.

*Missouri Health Care for All is an Equal Opportunity Employer. We do not discriminate against any person on the basis of race, color, sex, religion, national origin, disability, marital status, sexual orientation, gender identity or expression, military service, or any legally protected status.*

*People of color, people with disabilities, and members of other minority groups are encouraged to apply.*