

If interested in being considered for this position, you must apply on the CrescentCare website using the following link:

<https://crescentcare.org/contact/join-our-team/>

Executive Assistant to Team of Chief Executives in Non-Profit Community Health Center

This position provides ongoing support and organization to the CEO, Chief of Staff, Chief of Operations, Chief of Medical, Chief Information Officer, Senior Leadership, and the Board of Trustees of the organization. This position will report to the Chief of Staff and work closely with Senior Leadership, Board Members and organization department heads. Duties include scheduling meetings, responding to letters and emails, drafting and distributing organization communication, helping to organize presentations for fundraising events and/or functions, prepare for Board of Directors meetings by printing agendas, minutes, and other documents, while assisting leadership with all other administrative daily functions with excellent customer service to internal and external clients. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced non-profit environment.

Competencies for Success

- Demonstrated ability to develop effective work plans, organize details, set priorities, and meet deadlines
- Ability to effectively and compassionately interact with internal and external diverse clients and vendors
- Proficiency in collaboration and delegation of duties
- Strong organizational, schedule management, project management, and problem-solving skills with impeccable multi-tasking abilities
- Ability to handle sensitive and confidential situations with diplomacy
- Strong interpersonal skills with the ability to take initiative, multi-task as a team-player with flexibility to adapt to shifting priorities
- Demonstrated excellent communication skills, both verbal and written
- Demonstrated writing and analytical skills
- Demonstrated attention to detail
- Ability to access a wide range of sources and networks for information
- Good judgment and ability to function independently

Location: St. Roch Neighborhoods of New Orleans

Requirements

- Three (3) years of experience in an administrative support role to high level management or executive team
- Advanced Microsoft Office Suite skills, with an ability to become familiar with organization-specific programs and software
- Understands and maintains high level of confidentiality of organization information and documentation
- Demonstrated technical & computer skills appropriate for the position
- Federal criminal background check
- 40 hour work week
- Able to lift up to 25 pounds
- Able to work in a stationary environment for long periods of time, up to 2-3 hours at a time.
- Able to operate computer, and technical devices required for the position

Education Requirements

- High School diploma or equivalent

- If hired, documented proof of highest level of education completed must be delivered on first day of employment

Preferred Qualifications

- Bachelor's Degree
- Fluent in Spoken and Written Spanish
- Federally Qualified Health Center experience (FQHC)
- HIV/AIDS knowledge and patient experience
- Experience with the LGBTQ community

Why CrescentCare?

Our mission is to offer comprehensive health and wellness services to the community, to advocate empowerment, to safeguard the rights and dignity of individuals, and to provide for an enlightened public. We offer a broad range of health and wellness services for anyone and everyone who is seeking healthcare services in Greater New Orleans and Southeastern Louisiana.

What We Do for Our Clients

Primary Health Care • Pediatrics • Dentistry • Gender Clinic • Behavioral Health • Addiction Recovery
Case Management • Nutrition Programs • Medicaid/Insurance Enrollment • Legal Services
Food and Housing Assistance • Smoking Cessation • Syringe Access Program
Advocacy, Outreach, Education • HIV/Hep. C/STI Testing and Prevention • COVID-19 Screening & Vaccinations

Our Offer to You: An Extensive Benefits Package

- All Employees are W-2 Status
- Employer Paid Benefits: Dental, Employee Wellness, Employee Assistance Program, Life Insurance
- 11 Paid Holidays, in addition to Vacation and Sick Days
- Medical Insurance (Two Plan Options)
- Vision Insurance
- Long-Term Disability
- Short-Term Disability
- 401(k) Plan – 1.5% Employer Contribution; additional Employer match with Employee Contribution
- Discount Programs

*All new hires are required as a condition of employment to receive at a minimum of one dose of the COVID-19 vaccinations prior to their start date, and complete the second dose as instructed by their health care provider.

*No Relocation Package Available

*No Work Visa Sponsorship Available

We are an Equal Opportunity Employer and do not discriminate against employees or applicants on the basis of race, color, national origin, ethnicity, citizenship status, religion, age, gender identification, pregnancy, marital or familial status, gender or sexual orientation, veteran or military status, physical or mental disability, genetic information, or on the basis of any other status protected by law, and in compliance with applicable federal, state and local laws.