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## **JOB DESCRIPTION**

**Title:** Administrative (Admin) Assistant  
**Reports to:** Director, Contract Services  
**Status:** Non-Exempt, Hourly  
**FTE Status:** 1.0 FTE  
**Location:** Hybrid Remote & Corporate Office (Olympia, WA)  
**Supervising:** This position does not directly supervise.

### **POSITION SUMMARY:**

We are seeking a highly organized and detail-oriented individual to join our team as an Admin Assistant at the Rural Collaborative (Collaborative)\*. The Admin Assistant plays a crucial role in supporting various committees and Member activities, and assists with contracting, programs, and payer strategies. They will take directives from multiple sources and execute tasks in a timely fashion, with accuracy and professionalism.

A strong candidate will enjoy being part of a small team, is willing to dive in to support others, exhibits strong communication skills, and likes learning new things. If you are a detail-oriented individual with a passion for supporting collaborative initiatives within rural communities, we encourage you to apply. Join our team and make a positive impact on healthcare in rural areas!

\*To learn more about the Collaborative, visit: [www.ruralcollaborative.com](http://www.ruralcollaborative.com).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Actively supports the Collaborative's culture through thought and deed.
- Represents the Collaborative in a positive and professional manner.

### **Committee Meeting Support:**

- Assist with scheduling, meeting set-up and hosting, communications, agenda items, meeting packet preparation and dissemination, meeting minutes and note taking, and coordinating meeting logistics. These meetings may occur virtually or in-person.
- Track meeting attendance.
- Maintain committee and group rosters and communication listservs.
- Coordinate travel arrangements for staff attending in-person meetings.
- Disseminate surveys, track and summarize results as directed.

### **Collaborative Member Support:**

- Assist in gathering, entering and ongoing maintenance of Member, vendor and payer data. This data may include but is not limited to: financial, participation, member interest, contract expiration, and payer-specific information.
- Coordinate with other staff to pull monthly reports from data systems.
- Gather Member feedback, create surveys, track responses, compile results and maintain databases in Smartsheets.
- Extract information from existing databases and assist with creating presentations and reports to share with Collaborative staff, vendors, Members and stakeholders.
- Send Collaborative materials to Members.
- Communicate information related to contract and shared services opportunities, existing or new programs or services, and/or payer specific topics to department leads and Members.

**Contracting, Programs, and Payer Strategies Support:**

- Assist programmatic staff in scheduling and arranging meetings with Members, vendors, and other parties, including scheduling vendor demos and training sessions for Member hospitals.
- Support department leads with scheduling, inbox management, document storage and retrieval, and email communication to/from Members, vendors, payers and stakeholders.
- Assist in records filing and ensure ease of access for staff when referencing documentation.
- Proficient in, or comfortable learning data and program management tools, such as Smartsheet and other cloud-based solutions.
- Support the Delegated Credentialing team with credentialing and enrolling member providers during surges, peak volume months, absences, and emergencies.

**Other Duties as Assigned:**

- Schedule and communicate on behalf of the Executive Director and Operations Manager as requested.
- Attend staff meetings, conferences, trainings, or other events.
- Perform other responsibilities or special projects as assigned by the supervisor or Executive Director.

**QUALIFICATIONS AND EXPERIENCE:**

The ideal candidate will have excellent communication skills and be proficient in using various software and tools for data and program management. A willingness to learn and adapt to new tools and processes is essential.

**Education and Experience:**

- Two years of demonstrated experience in administrative or program support roles.
- Nonprofit, public health, or healthcare related fields preferred. Experience in delegated credentialing and enrollment is preferred.

**Knowledge, Skills & Abilities:**

- Strong organizational skills with demonstrated experience setting priorities, producing timely results and meeting deadlines in a demanding work environment.

- Demonstrated skills in collaboration, teamwork to achieve goals and advance organizational strategies.
- Excellent professional communication, a command of the English language in written and verbal communications.
- Ability to maintain confidentiality, adhere to legal and internal policies, exercise judgment and discretion when communicating with Members, vendors and stakeholders.
- Self-motivated; able to take initiative and follow through with limited direction.
- High proficiency in the use of and/or demonstrated ability to learn office administration software, including but not limited to Microsoft Office suite, Adobe Acrobat, Zoom, Box, Smartsheet, etc.
- Willing to be flexible and to modify work schedule, as needed within reason.

### **Licensing & Special Requirements**

- Washington State Driver's license with automobile insurance coverage equal to or greater than 100/300/100. Proof of license and insurance required by time of hire.
- Essential job functions require onsite presence at member public hospitals, incumbent must be able to meet hospital vendor requirements, including proof of COVID-19 vaccination.
- Incumbent is subject to a background check.

### **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

While there is an expectation for a set amount of in-person work, the Collaborative offers remote work options for employees as outlined in the Employee Handbook and with scheduling to be determined by the employee's supervisor. Travel to attend meetings and occasional overnight stays will be required. Travel to member hospitals is required. This includes compliance with state law for COVID vaccination for hospital contractors. May require occasional evening hours. May require standing or sitting for long periods of time. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.