



## Lane Community Health Council

### Administrative Assistant

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Are you looking for a professional opportunity that allows you to make a meaningful impact on the community in Lane County? Please consider joining our team at the Lane Community Health Council (LCHC). The LCHC is the governing body for the local Coordinated Organization (CCO), PacificSource Community Solutions Lane County CCO. The Lane Community Health Council strives to be a community partner in service to the vision of better health, better care, and better value in Lane County.

#### **Mission**

To improve and invest in the health and well-being of our members and communities.

#### **Vision**

Better health, better care, and better value in Lane County.

#### **Values**

We work in service to Oregon Health Plan members and the communities of Lane County. We are: Community-minded, Collaborative, Trustworthy, Responsive, Courageous, Effective Stewards.

The LCHC is in search of an **Administrative Assistant**. The person in this position will work alongside a talented group of providers, community based organizations and staff to perform administrative assistant functions to support the work of Lane Community Health Council.

#### **Position Overview and Responsibilities**

The Administrative Assistant will work closely with the Executive Director and other staff. They will perform routine clerical and administrative functions to support the activities of the Executive Director, staff, and Lane Community Health Council Board and committees/workgroups. This position will be remote/hybrid.

#### **Education/Work Experience**

- Office/administrative assistant certifications.
- Two years of administrative experience desired.

#### **Special Requirements**

- Possess a current driver's license in the applicant's state of residence and an acceptable driving record and is able and willing to drive for LCHC business.

#### **Knowledge, Skills, and Ability**

The ideal candidate will possess and demonstrate:

- Administrative assistant experience and a solid track record of completing work and managing to specific timelines.
- Experience working with diverse groups.

- Experience supporting Board and committee meetings.
- Excellent written and oral communication.
- Proficiency in Microsoft Office Suite (outlook, excel, word) and online engagement platforms, such as Zoom.

### **Equal Opportunity Employer**

The LCHC is an equal opportunity employer committed to a diverse and inclusive workforce. Applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, sexual orientation, national origin, marital status, parental status, ancestry, disability, gender identity, veteran status, genetic information, other distinguishing characteristics of diversity and inclusion, or any other protected status.

### **Salary & Benefits**

- Job-Type: Part-time.
- Salary range: \$20,000-\$30,000.

### **To Apply:**

Please submit your resume with cover letter to: [lanecommunityhealthcouncil@gmail.com](mailto:lanecommunityhealthcouncil@gmail.com)

### **Open until filled.**

To learn more about the Lane Community Health Council, please visit: <https://www.lchealthcouncil.org/>