



**Job Title: Administrative Assistant | Grants Division**

**Reports to:** Vice President of Grants

**Position Summary:** The Administrative Assistant will provide administrative and problem-solving support for the Foundation's Grants Division team.

**Primary Responsibilities:**

- Work as a part of the Grants Division team to deliver on EHF's mission, consistent with the direction set by the Foundation's board
- Represent EHF inside and outside of the organization by tactfully responding to all requests, and by furthering new and existing relationships
- Support the Grants Division team by coordinating the development and implementation of a comprehensive system for planning, organizing, budgeting, scheduling and tracking projects, meetings and deadlines including the use of Smartsheet to manage Divisional work/projects
- Support Grants Division staff by:
  - Scheduling and assisting in the preparation of internal and external meetings and events
  - Travel arrangements including hotel reservations, airfare, and conference registrations
  - Editing documents for publication
  - Monitoring of program contracts and payments
  - Assisting with financial matters including the preparation of check requests, reimbursements, and budget monitoring
  - Data troubleshooting and technical support assistance
  - Website management and content development as it relates to the Grants Division as needed
- Coordinate various knowledge management systems to support the internal and external work of the Grants Division team
- Work with other administrative staff to maintain daily general office operations including office supply orders, mail and office equipment oversight
- Serve as a master user on one of EHF's knowledge management tools or software
- Responsible for hospitality and event planning for the grants team and may play a role in organizational events
- Contribute to the team environment and maintain a sense of humor

## **Qualifications & Skills**

- A high school diploma is required
- More than three years of administrative experience in a professional office environment
- Experience in successfully supporting professional staff in a fast-paced environment
- Ability to effectively interface with senior management and staff and maintain equilibrium in a demanding environment
- Excellent proofreading, editing, design and layout skills
- Experience with contact management systems
- Proficiency in Excel spreadsheets
- Proficiency with Adobe Suite applications
- Proficiency with Smartsheet and Zoom is preferred

*All employees are expected to comply with EHF values, citizenship expectations and EHF policies and procedures. These include: taking responsibility for actions and outcomes, being a good stewardship of resources, being transparent, being a team player, producing high quality work and maintaining a high level of productivity. All employees are expected to have sound knowledge of Microsoft Office software.*

## **Compensation:**

Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will receive Episcopal Health Foundation's employee benefits which include comprehensive health insurance coverage and a retirement plan to which the Foundation will contribute an amount equal to 9% of base salary.

## **About the Episcopal Health Foundation:**

The Episcopal Health Foundation (EHF) believes all Texans deserve to be healthy. EHF is committed to transform the health of our communities by going beyond just the doctor's office. By providing millions of dollars in grants, working with congregations and community partners, and providing important research, we're supporting solutions that address the underlying causes of poor health. EHF was established in 2013 and is based in Houston. With more than \$1.2 billion in estimated assets, the Foundation operates as a supporting organization of the Episcopal Diocese of Texas and works to help 10 million people across 57 Texas counties. #HealthNotJustHealthcare

Interested candidates should apply at <https://www.episcopalhealth.org/about/work-with-us/>. The position will remain open until filled.