

Organization: Healthcare Association of Hawaii (HAH)
Title: Research and Administrative Coordinator
FLSA Status: Full-time, Non-exempt
Reports to: Associate VP, Finance and Public Policy
Director, Quality and Regulatory Affairs
Senior Manager, Legislative Affairs
Date Posted: April 10, 2017

Summary

Under the direct supervision of three members of HAH's senior team, this position provides research and administrative support for the Associate Vice President of Finance/Public Policy, Director of Quality/Regulatory Affairs and Senior Manager of Legislative Affairs. In addition to preparing reports, filing and scheduling, this position is responsible for coordinating various committee meetings and assisting on special projects as needed. The Research and Administrative Coordinator will interface with a diverse group of member organizations as well as external stakeholders. Independent judgment is required to plan, prioritize and organize a diversified workload.

Essential Functions

1. Prepare for and coordinate various committee meetings of the association, including preparing meeting agendas, minutes and other materials as required. Responsible for providing support for Government Relations Committee, Quality Committee, CFO Roundtable and other ad-hoc committees as assigned.
2. Prepare materials for legislative hearings, including submitting association testimony electronically to the appropriate legislative committee.
3. Under guidance, conduct data gathering and research as needed.
4. Maintain time and lobby logs for internal submission.
5. Schedule appointments and coordinate travel arrangements for direct supervisors.

Competencies

1. Technical Capacity, including proficiency with Microsoft Office software.
2. Personal Effectiveness/Credibility, including ability to multitask.
3. Thoroughness/Organization, including high levels of attention to detail.
4. Collaboration Skills, including working with internal and external audiences.
5. Communication Proficiency, including strong reading and writing skills.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 4:30 p.m.

Travel

No travel is expected for this position.

Required Education and Experience

1. High school diploma.
2. Two years of administrative experience.

Preferred Education and Experience

1. Bachelor's degree from an accredited college or university.
2. Four years of experience in health care or government sectors.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Company Policy

All HAH employees are provided a copy of the company's Policy and Procedure manual and are responsible for complying with its contents. A copy of the employee's acknowledgement of the contents will be maintained in the employee's personnel file.

Educational Stipend

Authorized for up to \$200 per year for educational programs.