



VIRGINIA
HEALTH CARE
FOUNDATION

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Job Description

Special Assistant to the Foundation

The past three years have brought a whirlwind of challenges and change to the availability of health care. The expansion of Medicaid coverage and the addition of adult dental benefits to Medicaid have had a very positive effect. The COVID-19 pandemic and societal stressors, however, have been devastating for many and have resulted in overwhelming demand for mental health services.

The Virginia Health Care Foundation (VHCF) has treated all of these developments as opportunities to further fulfill its mission of increasing access to health care for uninsured and underserved Virginians. Its high caliber, creative team has and continues to develop a variety of innovative initiatives to help address service shortages and to maximize health coverage.

VHCF's Special Assistant will be an instrumental part of the Foundation's engaged team, providing support and insights as VHCF implements key initiatives and explores effective new opportunities.

This is a new position that blends interaction and familiarity with existing programs, research and implementation of related possible new initiatives, and responsibility for core administrative functions in a hybrid work environment.

About VHCF:

VHCF is a public/private partnership initiated by the General Assembly and its Joint Commission on Health Care. During its 31 years of service, VHCF's nimble approach and results-oriented initiatives have enabled more than 800,000 Virginians to obtain needed health care. Learn more at www.vhcf.org.

VHCF values the role of diversity and inclusion in the success of fulfilling its mission. We seek to recruit, develop, and retain talented individuals from a diverse candidate pool. VHCF is committed to equal employment opportunity for employees and job applicants in compliance with both the letter *and spirit* of applicable law. Its work environment values employees for all they bring to the position.

Responsibilities

Core Administrative Functions (35%)

- Responsible for all aspects of office management to assure smooth functioning of operations. This ranges from ordering office supplies, occasional meeting logistics, interaction with building maintenance staff (*as needed*), monitoring VHCF's main phone line, and responding to constituent calls (*3-5/per week*).

- Coordinates logistics for quarterly Board meetings and maintains the online Board portal;
- Prepares some materials for quarterly Board meetings, presentations, and documents for various meetings throughout the year;
- Supports VHCF's senior leadership to maximize what can be accomplished; and
- Various projects as assigned.

Program Support (35%)

- Works collaboratively with VHCF staff to provide program and some administrative support for select initiatives. Responsibilities range from coordinating meetings, social media activities, some data entry and maintenance, conducting research, and evaluation activities, as needed.

Special Project Coordination (30%)

- As a public/private partnership, VHCF works closely with its partners to develop and launch new initiatives that help uninsured, and medically underserved Virginians obtain needed health care. This position will research and/or coordinate select activities to help support VHCF in successfully launching new ventures. This position also helps support projects related to VHCF's annual flagship event.

Position Requirements:

- Demonstrated interest in VHCF's work and mission;
- Demonstrated organizational skills;
- Strong oral and written communication skills;
- Superior typing, formatting, and proof-reading skills;
- Ability to focus on all aspects of a project or task, no matter how small, to ensure it is completed accurately and on time;
- Proficiency in the Office Microsoft Suite and Zoom;
- 3+ years relevant experience;
- Ability to work in a hybrid model from VHCF's Richmond-based office;
- Bachelor's degree.

Personal Qualities:

- Proactive, high-energy, intellectually curious, a problem-solver with the ability to manage multiple projects simultaneously;
- Desire to work as a part of a highly collaborative team and eagerness to take on a variety of tasks to help the Foundation's operations and programs run effectively;
- Able to be flexible and adapt to changes in the needs VHCF's various initiatives and current environment;
- Strong interpersonal skills and emotional intelligence
- A sense of humor and a constructive outlook.

Salary and Benefits:

VHCF offers a competitive salary commensurate with an applicant's qualifications and experience and a comprehensive benefits package that includes medical, dental, and disability insurance; 403(b) retirement contribution, parking, paid parental leave; and generous paid time off (*holidays, vacation, and sick*).

How to Apply:

Please submit a cover letter and resume via email to info@vhcf.org with the subject line "Special Assistant." Applications will be reviewed on a rolling basis and will be accepted until the position is filled.

At VHCF we are committed to diversity, equity, and inclusion.