



Center for Improving Value in Health Care (CIVHC) Job Announcement

Position Title: Program Assistant
Reports To: VP of Client Solutions and State Initiatives
Job Classification: Exempt, Full-time
Location: Hybrid, 4-5 days per week in office, located in Glendale, CO
Salary Range: \$52,500 - \$62,500

About Us:

The Center for Improving Value in Health Care (CIVHC) is an independent non-profit that equips partners and communities in Colorado and across the nation with the resources, services and unbiased data needed to improve health and health care. As the designated administrator of Colorado's All Payer Claims Database (CO APCD), CIVHC oversees the collection of health care claims from Colorado's public and private health care insurers and uses that information to promote price transparency, inform policy, advance health equity, conduct research, and much more. We are objective, solution-oriented, and maintain the highest integrity in the work we do.

The Opportunity:

The Program Assistant has a key role within CIVHC, supporting several teams with administrative and program support. The position interacts with our external partners, welcoming visitors at our front-desk as well as coordinating meetings through email and phone calls. The Program Assistant supports scheduling for members of CIVHC's executive and leadership team, as well as creating agendas and taking notes for both internal and external meetings. The position also assists with general administrative responsibilities for other staff and other functional areas. The position reports to the Vice President of Client Solutions & State Initiatives.

Responsibilities:

- Support CIVHC's Client Solutions and State Initiatives (CSSI) team, the Communication and Marketing team, and the Administration and Finance team with daily and weekly operational needs.
- Assist with meeting preparations, including coordinating schedules internally and externally, setting up Zoom and in-person meetings, and creating agendas, and other materials.
- Work collaboratively with the CSSI and Finance team members to invoice customers and manage contract documents within the DocuSign system
- Support the CSSI team by numbering opportunities in Salesforce and gathering and submitting documents for the CO APCD Scholarship program.
- Schedule a high volume of appointments and meetings, manage complex calendars, make travel arrangements, and prepare expense reports.
- Provide event and meeting support including taking and distributing notes, set-up, clean-up, and any follow-up with meeting attendees.
- Assist in updating contact lists and public data requests spreadsheet.
- Create, update, and/or maintain organized files and records as needed in Excel, Salesforce, Inspire, and other tools as necessary.

- Support staff in their efforts to build relationships with internal and external partners including government officials, community members, clients, and workgroup members.
- Provide front desk support by answering and prioritizing telephone calls, email, and mail communications.
- Assist staff with conference registrations across departments.
- Provide back-up support for other administrative staff.
- Assist with office facilities needs including meeting room maintenance and office supplies.
- Perform additional duties and tasks as requested by the CSSI team, Marketing and Communication team, and the Administration and Finance team.

Qualifications:

- High School diploma required; associate's degree preferred. Three to five years of relevant experience will be considered in lieu of an associate degree.
- Minimum of three years of experience in administrative support for management and executive level professional staff.
- Highly organized and demonstrated attention to detail
- Demonstrated ability to manage multiple projects simultaneously
- Thorough knowledge of MS Office, including Outlook, PowerPoint, Word, and Excel.
- Ability to use and troubleshoot office equipment including conference room audio-visual equipment and multi-function printer. A willingness to learn and operate new equipment as needed.

Preferred skills:

- Positive Attitude
- Collaborative approach to work
- Highly organized
- Ability to manage multiple projects and meet deadlines

Working Environment:

This position is based in Denver, Colorado and only applicants that live within commuting distance to Denver, or plan to relocate to a commutable distance will be considered for this role. Limited relocation assistance may be available for out of state candidates. CIVHC operates in a hybrid work environment with a requirement of at least four days a week in the office.

This position involves long-term sitting, computer /desk work, some walking and standing, minimal light lifting, in an office environment. Virtual, phone, and in-person communication. Some overnight travel may be required, less than 5%.

Perks & Benefits:

- 403(b) Retirement plan
- Comprehensive healthcare, dental, and vision plans
- Dependent Care Flexible Spending Account options
- Employer paid life insurance
- Short- and long-term disability
- Nine paid holidays per year plus generous personal time off
- Flexible schedules, work-from-home options, and an employee wellness program.

- Professional development opportunities and an on-site workout facility.
- Position may qualify for Public Service Loan Forgiveness Program. For more information, go to: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>
- Company-paid parking and more!

How to Apply:

Please send your cover letter and resume to careers@civhc.org with the job title and your name in the subject line to be considered. Only those selected for an interview will be contacted.

This role will remain open until a sufficient number of qualified candidates has been identified. We encourage interested applicants to submit their materials promptly, as applications will be reviewed on a rolling basis.

Join us in helping to reshape the future of healthcare!

Limitations and Disclaimer: The above job announcement is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.