The Health Foundation’s mission is to improve the health of those who live or work in the Central Massachusetts region, with particular emphasis on serving vulnerable populations and unmet needs. Formally established in 1999, the Foundation has made grants totaling over $44 million to impact issues such as Oral Health, Children’s and Youth’s Mental Health Services, Child Abuse, Hunger, Homelessness, Reliance on Public Housing, Prisoner Reentry, Neighborhood Revitalization, Foster Parent Supports, and Transportation. The Foundation is funded through its investment portfolio of $78 million and is staffed by six professionals.

For more detailed information about The Health Foundation, please visit [www.hfcm.org](http://www.hfcm.org)

### Major Job Duties
1. Reports to and serves as the Executive Assistant to the President and provides other staff with limited word processing support, including proofing and formatting documents.
2. Assists in preparing and posting electronic agendas and materials to SharePoint for Board and Board Committee meetings.
3. Assists staff in preparing and maintaining files of required meeting minutes, reports, records, rosters, and manuals.
4. Manages the website through WordPress, including periodic updates.
5. Maintains email address book in Outlook and distributes email announcements via Constant Contact.
6. Assists in coordinating Foundation-hosted meetings and functions.
7. Manages functioning of office by ordering office supplies and equipment.
8. Attends and participates in weekly staff planning meeting.

### Office Hours
Monday - Friday, 8:30 a.m. - 5:00 p.m.

### Qualifications
Excellent document proofing, word processing and website management skills. Experience with Word, Excel, PowerPoint, Outlook, Adobe, WordPress, SharePoint and Constant Contact required. Working experience with exceptional organizational skills and ability to attend to detail. Pleasant demeanor and willingness to multi-task in a small operation.

### Compensation
Competitive salary, depending on experience. Complete benefits package, including health and dental benefits, disability and life insurance, and 401 K. 15-days vacation, 10-days sick/personal leave, and 10 holidays earned annually.

### Invitation to Apply
Applicants are asked to email a cover letter describing your interest and experience, your resume, and your salary expectation to: [info@hfcm.org](mailto:info@hfcm.org)

Please type in the subject line "Executive Assistant & Office Manager Search"

The Foundation is an equal opportunity employer and welcomes a diverse pool of applicants.