



Executive Assistant Position Announcement

- **Are you seeking a full-time position in a team environment?**
- **Are you ready for an exciting and hands on proactive role?**
- **Are you passionate about accessible healthcare for all?**

... If so, you need to talk to us!

Nevada Primary Care Association (www.nvpca.org) is a 501(c)(3) nonprofit membership association in Carson City NV. NVPCA is an administrative, nonclinical office and the federally designated primary care association for the state of Nevada working primarily with Federally Qualified Health Centers (FQHCs) and other clinics providing care to underserved individuals.

Responsibilities include:

- Ensuring flow of appointment schedule by planning and scheduling internal and external meetings, conferences, and travel by working closely with CEO
- Researching and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating telecommunications
- Welcoming guests and customers by initiating a friendly greeting and being the first point of contact at NVPCA
- Maintaining timely and accurate ordering of office supplies
- Assisting in creation of vital NVPCA documents such as board packets, monthly reporting and organizational dashboard
- Maintaining professional and technical knowledge by attending events, participating in activities both internal and external to NVPCA
- Assisting with Board of Directors support
- Overseeing facility management of Carson City office
- Assisting in researching grant and funding opportunities

Qualifications include:

- Associate's degree required; Bachelor's degree preferred
- Three to five years of work experience as an Executive Assistant
- Experience or familiarity working with Board of Directors, Federally Qualified Health Centers, community-based health care providers or nonprofit associations preferred

Other Skills and Abilities:

- Proactive approach to managing projects and meeting deadlines
- Anticipate the needs of leadership
- Desire to work and thrive within small, fast-paced nonprofit environment
- Ability to analyze data, draw conclusions, and respond appropriately
- Strong attention to detail, prioritizing, and organizational skills
- Excellent verbal and written communication skills
- Strong Microsoft Office Suite and Smartsheet skills required
- Proficient in operating remote communications platforms (Teams, Zoom, GoToMeeting)

Location: Carson City Office (Nonclinical)

Next Steps: If you are qualified and interested, email your resume to hr@nvpca.org.