



Program Associate

Foundation Overview

The California Health Care Foundation (CHCF) is dedicated to advancing meaningful, measurable improvements in the way the health care delivery system provides care to the people of California, particularly those with low incomes and those whose needs are not well served by the status quo. We work to ensure that people have access to the care they need, when they need it, at a price they can afford. CHCF's work is oriented around three goals, each staffed by a team at the foundation:

1. Improving access to coverage and care for Californians with low incomes
2. Advancing people-centered care
3. Laying the foundations

Position Overview

The program associate plays a major role in helping our program teams carry out their day-to-day work, including providing administrative and grants administration support.

The ideal candidate is a flexible, well-organized, detail-oriented team player who has excellent Microsoft Office and administrative skills, is comfortable interacting with all levels inside and outside the foundation, and is able to successfully support the fast-paced work of senior-level colleagues.

This is a full-time, nonexempt position reporting to a program director.

Primary Responsibilities

Administrative Support

- Schedule appointments, meetings, conference calls
- Arrange all necessary travel, expense reports, and travel reimbursement requests
- Organize and maintain files
- Work with staff to prioritize, determine action, and respond
- Receive and screen telephone calls and mail, and take messages or follow up
- Photocopy, scan, or fax materials for internal and external distribution
- Assist the receptionist and other programs, as needed, for reception coverage, vacations, special projects, board meetings, etc.

Meeting and Event Coordination

- Manage the logistics and preparation of materials for foundation-sponsored meetings and activities
- Coordinate mailings to invite and inform participants
- Work with hotel personnel to arrange rooms, food, and meeting details
- Create agendas and participant lists and compile background materials
- For in-house meetings, prepare the conference rooms with the required seating and A/V equipment, assemble written materials, arrange catering and beverages, greet and check in guests, respond to any individual or group needs, and clear the room after the meeting has concluded
- Manage all aspects of web conferencing logistics in the event of virtual events
- May assist executive assistant with board meeting logistics

Grants Management

- Manage all administrative aspects of the grants process for department staff members
- Manage and coordinate request for information / request for proposal schedules and activities, log new projects into the grants management system, draft grant awards and correspondence, and work with CHCF's grants management staff
- Maintain grant records, including monitoring due dates for deliverables, managing the payment process, and completing monthly close-out reports for the staff
- Develop and track project/grant timelines and work plans and calendar meetings and tasks as needed in coordination with internal workflows (peer review meeting, board of director's meeting deadlines, etc.)
- Liaise with grantees and program staff
- Guide and assist the program teams in meeting payout goals and deadlines, ensuring that grants are current (e.g., deliverables are submitted on time, and payments are issued in a timely manner)
- Troubleshoot and resolve grants management system technical issues with grantees
- Conduct research, as needed

Contact Management

- Work with External Engagement to manage contacts for the department in the organization-wide database
- Use a database to generate lists of meeting participants, mailing lists, and other contact-related information

Complete special projects and other duties, as assigned. Overtime and travel may be required.

Qualifications

Minimum Qualifications

- At least four years of relevant experience supporting professional personnel, preferably at the senior level
- Demonstrated experience supporting professional personnel, preferably at the senior level
- Tech-savvy and proficient in all Microsoft Office applications, as well as in email and calendaring
- Exceptional communications skills; demonstrated ability to influence others, of all levels inside and outside the foundation, with tact and discretion, to deliver results
- Demonstrated ability to multitask and to meet deadlines, as well as demonstrated resourcefulness in setting priorities; strong organizational skills and exceptional attention to detail

Skills and Competencies

- Foundation, nonprofit, university, or government work experience preferred
- Ability to effectively build relationships with staff on all levels, within and outside the foundation, and across lines of difference
- Collaborative working style and sense of teamwork
- Ability to work with minimal direction
- Sound judgment and discretion when handling sensitive and confidential information

Other Qualifications

- A passion for CHCF's mission and values
- Curiosity, humility, open-mindedness, and service orientation; eagerness to listen and learn from colleagues
- A professional and personal commitment to the ongoing work of becoming an anti-racist and to participate in CHCF's organizational Diversity, Equity, and Inclusion programs
- Comfort with ambiguity and willingness to proactively seek clarity and to propose solutions where possible
- Excellent interpersonal and collaboration skills
- Ability to give, seek, and incorporate feedback in a healthy and productive manner

Salary and Benefits

The full salary range for this position is \$76,800–\$115,200 with a starting salary of \$91,000, commensurate with training and experience. The foundation provides a benefits package that includes medical, dental, vision, disability, life, and long-term care insurance; a cafeteria plan; commuter checks or paid parking; employee assistance and wellness programs; educational assistance; paid time off; and retirement benefits.

Commitment to Diversity, Equity, and Inclusion

The California Health Care Foundation is committed to attracting and retaining a diverse staff and will honor your experiences, perspectives, and unique identity. We believe the power of diversity enriches all of us by exposing us to a range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions. Read more about [CHCF's Diversity, Equity, and Inclusion vision](#).

COVID-19 Vaccination Policy

The California Health Care Foundation has a duty to provide and maintain a workplace that is free of known hazards. The foundation is adopting a COVID-19 Vaccination Policy to safeguard the health of its employees and their families; our grantees and visitors; and the community at large from exposure to COVID-19. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities.

As of December 1, 2021, all employees will be required to show evidence that they are fully vaccinated against COVID-19 or have an approved accommodations request on file with human resources by that date.

CHCF will consider requests for accommodations, as required by law. Employees requesting accommodations due to a medical reason, or because of a sincerely held religious belief, must submit a completed Request for Accommodation application form to the human resources.

To Apply

To apply for a position at CHCF, please submit your interest via our [online application system](#). Unless otherwise noted, we will accept resumes until a position is filled, and we will try to let you know the status of your application in a timely manner.

This position is based in our Oakland office.

The California Health Care Foundation is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to age, race, ethnicity, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Employment offers will be contingent on a background check limited in scope and compliant with best practices for Fair Chance Hiring. We welcome formerly incarcerated people to apply for this role.