

Mountain Health Cooperative

Position Title: Administrative Manager
Reports To: Director, Clinical Operations
Location: MT
Status: Full-time, Temporary Non-Exempt/Hourly

Position Summary:

We are hiring a pinch hitter, a go-getter, office unicorn. Sure, the official title will be Administrative Manager but lets be honest- this person will be the star of our company.

If you are one of those magical people who can manage a multitude of projects, loves to plan events/meetings, can take meeting minutes, are detail oriented and are happy to help others then you are the person we have been looking for.

Who are we? Well, we are a nonprofit health insurance company that is member governed and Montana based. We serve folks in Montana, Idaho, and Wyoming. We are the home team, the ones that put members first by offering great benefits like vision and dental exam reimbursements, free insulins, and many other prescriptions- because it's the right thing to do. We are a small team, but we have a lot of passion and drive- our new "pinch hitter" will need to be able to keep up, roll with the changes, help bring us all together and tie up any loose ends.

Duties and Responsibilities:

1. Board Assistant
2. Coordinate, Plan, Execute Board meetings
3. Organize board materials for leadership (board and staff)
4. Take meeting minutes (with help!)
5. Upload board materials to online platform
6. Office Coordinator
7. Help coordinate our three offices and many remote employees.
8. Order business cards, printed materials, or other office needs
9. Handle other office needs (purchasing, mail, greet guests, schedule team meetings)
10. Help CEO with calendar and schedule.
11. Help with sponsorships, event scheduling and promotional material ordering.
12. Marketing Assistant
13. Coordinate outreach events with brokers, providers, and members
14. Build PowerPoint presentations for staff
15. Purchase media buys or place media orders
16. Help design or create member materials.

Knowledge, skills and abilities:

High School diploma – bachelor's degree preferred.

Experience managing projects.

Great writing skills

Excellent people skills

Detail oriented

Proficient in Word, Outlook, Excel, Powerpoint

Most importantly, we need someone who is extremely self-motivated and has the super hero ability to see where there are gaps in work flow, who needs a helping hand and how to prioritize projects