



Administrative Assistant to Executive Vice President, Programs

The Organization

The Commonwealth Fund — among the first private foundations started by a woman philanthropist, Anna M. Harkness — was established in 1918 with the broad charge to enhance the common good. Today, the mission of The Commonwealth Fund is to promote a high-performing health care system that achieves better access, improved quality, and greater efficiency, particularly for society’s most vulnerable, including low-income people, the uninsured, and people of color. The Fund carries out this mandate by supporting independent research on health care issues and making grants to improve health care practice and policy.

Our Values and Commitment to Equity

The Commonwealth Fund envisions a health care system that values and benefits all people equally — one that combats racism and pursues equity, in treatment and outcomes as well as in leadership and decision-making. We believe this requires an alliance of people and institutions across society working together to recognize and value the lived experience of all individuals; ensure the delivery of compassionate, affordable, quality health care; and strive for equitable outcomes for all.

We aspire to racial equity, diversity, and inclusion in how we work. We place great value on the varied backgrounds and experiences our staff bring to our organization and encourage employees to bring their full selves to the workplace. We look for talented, nimble, empathetic, and supportive team players who are ready to roll up their sleeves, create impactful change, and celebrate accomplishments.

General Position Description

Based in our NYC office and reporting to the Executive Vice President for Programs (EVP-Programs), the Administrative Assistant provides high-quality operational and administrative support to the EVPP as well as to all programs on an as-needed basis. The Administrative Assistant will be expected to perform a variety of duties ranging from scheduling, travel arrangements, correspondence, project management, grants management and other administrative responsibilities.

Specific Responsibilities

- **Scheduling and Managing Meetings:** Schedule regular (biweekly) meetings with staff

who report to the EVP-Programs and weekly group program staff meetings. Help prepare agendas for program staff meetings; this includes canvassing staff for ideas. Arrange internal (and occasionally external) meeting logistics, such as rooms, seating, equipment, meals, and refreshments. Coordinate senior staff schedules with other schedules, rescheduling activities when necessary. Coordinate scheduling for annual program review meetings with all-staff. Be aware of the EVP-Programs schedule at all times and ensure that the EVP-Programs is on time to meetings or is available for meetings according to the schedule. Keep staff and others informed of meeting time changes and confirm meetings beforehand. Ensure that appropriate material is distributed to all meeting attendees. Help set up meeting rooms in advance including coordinating any food or beverage needs. Perform final check on room, materials, equipment connections via phone or videoconference and refreshments before meeting commences.

- **Correspondence Management:** Draft and otherwise support the preparation of documents for internal meetings and external presentations. This involves coordinating material from program team members and preparing final PowerPoint presentations. Prepare correspondence, including letters to various external contacts; assemble and provide materials on Fund programs, projects, and other activities as requested by grantees, consultants, experts and other individuals.
- **Travel Arrangements:** Ensure that the EVP-Programs' travel plans are properly scheduled. Monitor travel during the actual trip. Process travel receipts of EVP-Programs in accordance with the requirements of the Treasurer's Office. Coordinate with Administrative team to develop travel budget for program teams.
- **Budget and Expense Management:** Prepare the EVP-Programs' American Express card expense forms with proper backup materials for Treasurer's Office. Coordinate the annual budget process for the EVP-Programs and program staff. Ensure that all information is submitted to the Treasurer's Office as requested. Monitor expenses to budget throughout the fiscal year, including review and approval of all Program Officer expenses. Prepare detailed local travel statements for Treasurer's Office.
- **Supports other program officers or program teams on special projects** including, but not limited to, grants management and administrative support to the HCCA team's task force initiative.

Core Competencies & Qualifications

High School Diploma required with bachelor's degree preferred. Minimum one-year of work experience preferred.

- Commitment to the Fund's mission and vision.
- Commitment to diversity, equity, and inclusion.
- Self-motivated and highly organized professional with excellent project management skills.
- Effective communicator who can build trusted relationships and work effectively with individuals at all levels from diverse cultural, social, and ethnic backgrounds.
- Works independently as well as collaboratively as part of a multidisciplinary team.

- Functions well with minimal supervision and delivers quality outcomes under pressure and deadlines.
- Intellectually curious, finding solutions through internet research, and applies learnings to work.
- Self-aware professional who conveys a reliably calm demeanor, handling confidential information with discretion and sound judgement.
- Strong technology skills; able to quickly learn and operate various software, apps, and programs. Must have strong Microsoft Office skills. An elevated level of competence with PowerPoint and Excel is essential.
- A talent for providing outstanding customer service and a good sense of humor.
- Strong communicator with excellent written and verbal skills.

The Fund has a relatively small staff, and judgment, integrity, and the ability to listen with sensitivity to others are traits that are particularly important in an organization of the Fund's size, where teamwork is essential to effectiveness. The ability to work collegially with a variety of Fund staff and interest in and strong commitment to the Fund's mission and grants programs are key qualifications.

What We Offer

Commonwealth Fund employees receive competitive salaries and a generous benefit package designed to support their overall well-being. We also strive to create a diverse and inclusive workplace in line with our values and goals.

Employee benefits include: Best-in-class health care plan with comprehensive medical, hospital, and prescription drug coverage, along with a health reimbursement account, provided at no cost to employees and their dependents; vision coverage provided at nominal cost; 403(b) retirement plan featuring generous employer contributions that range from 11 percent to 20 percent of annual salary; retiree health benefits; tuition reimbursement and professional development support; generous time off to support employee work-life balance; hybrid work policy; half-day summer Fridays; comprehensive parental leave policies, with up to 12 weeks' salary continuance; generous matching gifts program for charitable donation; disability and life insurance coverage at no cost.

Salary and How to Apply

The starting salary range is \$52,132.00-\$65,165.00 depending on professional experience.

Apply using this link: [Admin Assistant to the EVPP](#)

Employment at The Commonwealth Fund is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual preference, gender identity or expression, age, national origin, marital status, citizenship, medical condition, disability, or any other protected characteristic as established by law.

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