

Administrative Team, Assistant

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

The Administrative team is composed of the following departments: Human Resources, IT, Office Operations, Building Management, and general business operations. Reporting to the Fund's Vice President, Administration, the Administrative Team Assistant provides high-level and confidential administrative support to the human resources team and functions and supports other areas of administration and operational functions of the organization.

Specific Responsibilities

- Provides quality administrative assistant support to the VP, Administration which includes scheduling appointments, telephone, and travel; managing a year-round schedule of internal and external meetings, arranging travel plans, fielding telephone calls and other inquiries; maintaining accurate calendars and appointment schedules, and anticipating and coordinating all briefing materials for VP.
- Supports the VP Administration with general business operations, including providing support in the annual updates of the business continuity plan, tracking regulatory

requirements, ensuring business insurances are paid timely and other requests as directed by the VP, Administration.

- Documents and correspondence management - responsible for understanding and managing large flow of documents within the HR team and other key areas of the administrative team.
- Budgeting and expense reconciliation; reconcile VP's Amex expenses. Assist with the annual budgeting process and the management of large sets of sensitive employee data.
- Assists HR Specialist with full cycle HR responsibilities including recruitment efforts, onboarding, and terminations, open enrollment, handling scheduling, enrollment collection and employee reminders, payroll, managing inquiries from current and retired employees; and billing.
- Supports the HR team with administrative responsibilities including maintaining HR files for active and inactive employees; assisting with preparation for meetings, and providing support for annual audits, planning, and assisting with other special projects.
- Tracks and manages professional development, staff training and opportunities; develop and oversee an internal mentorship program.
- Support the annual performance appraisal process; train employees in Lattice performance management software tool.
- Provides support to other administrative team members including Manager, Office and Building Services, IT, building management, and office of the COO, as requested.

Core Competencies & Qualifications

- Minimum of two (2) years related experience. A combination of education and/or experience equivalent to a bachelor's degree.
- Experience in human resources and performance management systems is strongly preferred.
- Self-motivated and highly organized with excellent project management skills.
- Effective communicator who can build trusted relationships and work effectively with individuals at all professional levels with the organization.
- Ability to work 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 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.

Location

Position is based out of our NYC location

Salary and How to Apply

The salary range for this position is between \$60,480 and \$75,600. Please apply using this link: [Administrative Team, Assistant](#)

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.