



Cow Creek Government Office

Executive Administration & Project Manager

Job Code: 2106
Department: CCH&WC
Location: North Clinic
Minimum Salary: \$78,566

POSITION PURPOSE:

The Executive Administration & Project Manager provides high-level administrative support while leading and coordinating organizational projects from initiation through completion. This hybrid role requires strong organizational skills, attention to detail, and the ability to manage multiple priorities across departments. The position serves as a central point of coordination to ensure efficient operations, timely project delivery, and alignment with organizational goals.

ESSENTIAL FUNCTIONS:

Administrative Coordination

- Provide executive-level administrative support, including coordination of All-Staff agendas, mandatory annual training, meeting coordination, and correspondence
- Prepare agendas, reports, presentations, and meeting minutes
- Coordinate internal and external communications across departments and stakeholders, work closely with the Communications department with external marketing needs
- Maintain organized filing systems, records, and documentation in compliance with organizational policies
- Support budgeting, procurement, and contract tracking processes
- Assist with policy and procedure revisions and documentation within PowerDMS
- Onboarding of new staff members to the CCH&WC ensuring that their mandatory training is completed
- Coordinates with the clinic Outreach team to ensure CCH&WC has opportunities to showcase our services within the community
- Represents leadership team for the staff appreciation committee ensuring that activities are appropriate and fun for all
- Processes Microix requests and maintains a company credit card to make clinical purchases for departments.

Project Management

- Track projects from initiation to completion
- Develop project scopes, timelines, and deliverables in collaboration with leadership
- Track project progress, identify risks, and implement mitigation strategies
- Facilitate project meetings, including status updates and stakeholder communication
- Ensure projects remain on schedule, within scope, and aligned with organizational priorities
- Collect and analyze data to support decision-making and project evaluation

Operational Support

- Identify opportunities to improve workflows, systems, and processes
- Support strategic initiatives and organizational planning efforts
- Coordinate cross-functional teams to ensure effective collaboration
- Monitor key performance indicators (KPIs) and assist in preparing quarterly and annual reports
- Other duties as assigned

QUALIFICATIONS:

Required

- Bachelor's degree in business administration, Healthcare Administration, Public Administration, or related field. Equivalent experience may be in lieu of degree.
- 3-5 years of experience in administrative support, project coordination, or project management
- Strong organizational and time management skills with the ability to manage multiple priorities
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Preferred

- Project management certification (e.g., PMP, CAPM) (Candidate is required to obtain PMP certification within 18 months)
- Experience in healthcare, tribal health, nonprofit, or government settings
- Familiarity with project management tools (e.g., Asana, Smartsheet, Monday.com)
- Experience with data tracking and reporting