Vacancy: Administrative Assistant ($26-30/hour, depending on experience)

ABOUT THE MENDOCINO COAST HEALTHCARE FOUNDATION (MCHF)

The Mendocino Coast Healthcare Foundation (MCHF) is a 501(c)(3) nonprofit dedicated to strengthening the health and wellness of the Mendocino coastal community. Through strategic grants and partnerships, we provide critical support to hospitals, clinics, volunteer fire departments, wellness agencies, students, community health programs, and oncology patients in partnership with the Cancer Resource Centers. Our work helps ensure high-quality, responsive healthcare for everyone who lives on or visits the coast.

POSITION DESCRIPTION: ADMINISTRATIVE ASSISTANT

This position performs crucial organizational and clerical tasks to keep the office running smoothly, handling everything from scheduling and communication (phones, emails) to document preparation (memos, draft minutes, etc.), data entry, and office supply management. We seek a person experienced in routine business operations, and on-the-job training is provided for specialized tasks. The position reports to the Manager position at the Mendocino Coast Healthcare Foundation (MCHFoundation), a 501(c)3 non-profit organization. This is an hourly half-time position at the MCHFoundation office at 130 N. Main Street in Fort Bragg, CA. The hourly rate range is $26–30/hour, depending on experience.

This position would:

- Answer, screen, and route phone calls and emails
- Greet and assist visitors, clients, and staff
- Organize and maintain digital and physical filing systems
- Handle incoming and outgoing mail and packages
- Assist with data entry and maintain databases or spreadsheets
- Coordinate travel arrangements and prepare itineraries
- Order and maintain office supplies and equipment
- Support internal teams with project coordination tasks
- Create meeting agendas and take minutes during meetings
- Track expenses and assist with basic bookkeeping tasks
- Maintain confidentiality of sensitive information
- Manage vendor communications and service requests

Required Qualifications:

- Experience working in a business setting, and ability to learn new processes
- Passion for understanding and supporting local healthcare/wellness operations

Desirable Qualifications:

- Strong organizational and business practices skills and ability to juggle many tasks, maintain attention to detail, and meet deadlines

• Non-profit experience as an employee or volunteer
• Familiarity with QuickBooks
• Experience with maintaining office services including open-office hours, mail retrieval and routing, and other routine administrative duties

TO APPLY

Email info@mchfoundation.org with:

• A resume addressing required and desired qualifications
• References

You may also email to request additional information.