



JOB DESCRIPTION

Job Title: Administrative Coordinator	FLSA Status: Non-Exempt/Hourly
Reports To: COTS President	Pay Grade:
Department: COTS	Last Revision: 01/22/2024
Approved By: Sherri Kovach, MS, BSN, RN	Date: 08/10/2023

PURPOSE

- Coordinates and provides administrative support for the COTS President and COTS staff in activities of daily operations and the development of a visionary future.
- Serves COTS members and the public as the initial contact for any issues, concerns, and requests.
- Serves as administrator of COTS SharePoint, COTS website, education registration software.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

- Administrative Support
 - Manages the daily calendar of the COTS President by coordinating schedules, booking meetings, and providing meeting support.
 - Schedules travel for COTS President and staff.
 - Communicates/ensures COTS staff is informed of all Columbus Medical Association and its Affiliates (CMAA) procedural changes and developments.
 - Maintains a current record of COTS committee members and business affiliates with contact information, including the Board of Trustees and Advisory Boards.
 - Coordinates the preparation, delivery, and monitoring of annual partner membership invoices and donor payments as approved by the COTS President.
 - Assists in the preparation and monitoring of company expense reports and monthly credit card coding.
 - Assists COTS President with budget preparation.
 - Ensures non-profit status with vendors.
 - Prepares routine and advanced correspondence including letters, memorandums, presentations, and reports for the COTS President and staff, as assigned.
 - Maintains a current record of all COTS documents on the approved Cloud based system, and in hard copy as required for Board meeting documents.
 - Conducts research for issues or problems, as assigned.

- Office Coordination
 - Distributes mail.
 - Triage phone calls and directs callers to the appropriate resource or staff.
 - Serves as an expert resource for postage, copier machines, audiovisual (AV) and classroom technologies/systems, and telephone operating system.
 - Coordinates office equipment management and repair needs (copiers, laptop computer stations, phones, fax, etc.)
 - Plans (with COTS President) and attend monthly staff meetings.
 - Plans/attends team building activities as approved by COTS President.

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- Manages office supplies and amenities as requested and approved by the COTS President.
- Ensures that the office is well maintained, organized, and secure.
- Meeting Coordination:
 - Coordinates board of trustee, advisory board, committee, subcommittee, and work group meetings. Duties include, but may not be limited to: logistics, assisting with agenda and handout preparation, recording attendance, scheduling attendees/presenters, preparing meeting space, setup and management of AV equipment, catering, communicating with attendees/presenters, delivery of meeting materials to attendees/presenters, recording/transcribing/proofreading and disseminating meeting minutes, ensuring a forum if required, and pre/intra/post meeting correspondence with members to answer questions and trouble shoot concerns.
 - Coordinates the continuing education credit process with OhioHealth EMS as assigned by COTS President.
- Education Coordination
 - Coordinates the development of COTS annual education calendar with the Nurse Education Coordinator.
 - Coordinates the addition of up-to-date education course scheduling and course information on the COTS website www.cotshealth.org/education
 - Coordinates the Trauma in the First 48 Hours Course with assistance from participating COTS member trauma center program managers and COTS Trauma Process Improvement Nurse Coordinator. Duties for this course mirror meeting coordination duties with the following additions: preparing agenda and handouts, distribution of required pre course materials, maintaining accurate course records (student and faculty attendance, evaluations), and assisting Trauma Process Improvement Nurse Coordinator with submission of required paperwork to the Ohio Board of Nursing in accordance with their continuing education application guidelines.
 - Supports the Nurse Education Coordinator, and other staff who manage educational courses, with online class registration, student record maintenance, correspondence, course assistance as directed, and delivery of all course materials and textbooks and continuing education certificates. Courses offered may increase or decrease to meet the mission of COTS and a current listing can be found on our website www.cotshealth.org/education
 - May serve as course coordinator for other courses as assigned and approved by the COTS President.
- Event Planning (include but may not be limited to company events, regional conferences, educational symposiums, etc.)
 - Coordinates all pre/intra/post event tasks for COTS events to ensure they run smoothly.
 - Provides support for the CMA's annual fund raiser as assigned by the CMA Executive Director and approved by the COTS President.
- Human Resource Coordination
 - Prepares onboarding and offboarding paperwork and assists with both processes, as assigned by the COTS President.
 - Works with COTS President to schedule performance reviews and track required staff training.
- Federal Grant Support – under the supervision of the Director of Healthcare System Emergency Preparedness and in accordance with the Administration for Strategic Preparedness and Response (ASPR) grant guidelines, and approved by COTS President
 - Receives and audits invoices/receipts and performs monthly credit card coding for ASPR

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- grant related purchases.
- Coordinates catering, meeting space preparation (room, AV, and food setup), and mailings.
- Attends ASPR required meetings, records meeting attendance, and records/transcribes/proofreads meeting minutes.
- Participates in emergency preparedness and response drills/exercises and no-notice real world emergency activation duties as assigned.
- Provides coverage for the CMAA receptionist.
- Assumes additional responsibilities and performs special projects as assigned by the COTS President.
- Ensures data confidentiality through stringent security and rigorous protections outlined in COTS Health Insurance Portability and Accountability Act (HIPAA) policies.
- Provides leadership within the job and affiliated organizations as a whole.
- Supports the mission, vision, and values of COTS and interprets them for stakeholders.
- Participates in organizational strategic planning.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

1. High school diploma or equivalent.
2. Minimum of three years of experience in the administrative support field.

Knowledge, Skills, Abilities and Personal Characteristics

1. Advanced skill level Microsoft Office applications and use of intranet and internet.
2. Must be confidential and knowledgeable of general office practices.
3. Ability to read, write, and proofread business correspondence for a diverse audience.
4. Ability to organize work, engage in a variety of tasks simultaneously, and consistently meet deadlines.
5. High degree of initiative and independent judgment.
6. Ability to be flexible and reprioritize work, as needed.
7. Ability to express self effectively and concisely, both verbally and in writing.
8. Ability to demonstrate a high attention to detail and good follow-up skills.
9. Must be self-motivated, proactive, and solution focused.
10. Ability to work with the public and staff, and a variety of personalities, in a personable and professional manner.
11. Maintains a high level of energy and a consistent positive attitude, especially in stressful situations.
12. Administrative writing and editing skills.
13. Possess an innovation mindset.

Certifications, Licenses, Registrations

None.

PREFERRED QUALIFICATIONS

1. Associate's degree.
2. Experience supporting an executive leader.
3. Experience with event planning
4. Experience working in a health care environment.
5. Experience using a Cloud based file sharing system such as MSO 365, SharePoint.
6. Experience using an electronic learning management system.
7. Experience managing a website.
8. Proficient knowledge of medical terminology.

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9. Previous working relationship with a community based not for profit organization.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile, and prepare work documents, set-up and maintain work files. Ability to occasionally lift up to 20 lbs. independently. May require occasional evening and weekend hours as business needs demand. Occasional travel may also be required. Requires participation and attendance at organization sponsored events and meetings.

WORKING CONDITIONS

Work performed in a general, shared office environment.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Columbus Medical Association & Affiliates. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and can perform all the stated requirements. If I need a reasonable accommodation, I will have an interactive conversation with my manager.

Employee

Date

Supervisor

Date