

## Executive Assistant

### About HCCI

The Health Care Cost Institute (HCCI) is an independent, non-profit research institute located in Washington, D.C. with a mission to produce and promote research and analyses on the causes of rising U.S. health spending. HCCI maintains a national, multi-payer, longitudinal dataset covering 55 million lives containing previously inaccessible data on the private health insurance market in addition to 100% Medicare Fee-for-Service, Medicare Advantage Encounter, and Medicaid claims data, representing over half of the U.S. population. External researchers and policymakers use HCCI's data to study the health care system, evaluate existing and new policies, and assess quality. HCCI's internal multi-disciplinary team of researchers produces reports of import to major stakeholders in health care in an academic but fast-paced environment. HCCI partners on projects with multiple leading academic institutions around the U.S., collaborates with media organizations such as The New York Times, Vox, The Washington Post, NBC, and KHN, and provides insights and recommendations to national and state legislators. For further information, please visit our website at [www.healthcostinstitute.org](http://www.healthcostinstitute.org).

### Exciting Opportunity to Support an Organization Using Data to Assess and Address Health Care's Most Pressing Challenges

We are looking for an Executive Assistant to join our dynamic team to advance HCCI's mission and to strengthen and make more efficient our day-to-day operations. This position is ideal for candidates who enjoy working with people and are interested in a career in health policy.

#### The Executive Assistant will

- Work directly with the President and CEO to routinely provide a broad range of administrative duties
  - Manage the President and CEO's calendar, including scheduling meetings, speaking engagements, and travel. This includes logistics, such as location and catering, as necessary.
  - Exhibit sound judgment and exercise discretion when carrying out responsibilities and managing the President and CEO's time and activities
  - Monitor several organizational email inboxes and HCCI's general voice mailbox, including responding to inquiries when appropriate.
  - Conduct general office management and coordinate supply inventories
  - Prepare and submit expense reports for the President and CEO and Governing Board members
  - Attend meetings and take notes of the discussion
  - Maintain organizational electronic and paper files
  - Draft emails, memos, and other correspondence on the President and CEO's behalf

- Support the organization's Governing Board activities
  - Proactively manage meetings of the Governing Board and committees, including scheduling, logistics, and reminders
  - Attend all Governing Board and committee meetings
  - Prepare initial drafts of meeting agendas and meeting minutes
- Complete special projects
  - Create and submit project-specific reports as assigned
  - Draft presentations for the President and CEO and, occasionally, members of the senior leadership team
  - Perform minor accounting duties, including preparing financial spreadsheets

### **In our candidates, we look for**

- Excellent organizational and time management skills with the ability to organize, prioritize, and manage multiple projects at once
- Detail oriented problem solvers with a sense of resourcefulness
- Proactive and entrepreneurial spirit and a desire to work in an exciting and demanding environment
- Ability to work in a collegial and learning work environment
- Comfort interacting with senior executives
- Expertise using Microsoft Office and social media tools
- Strong writing and editing skills preferred

The annual salary for this position ranges from \$50,000 to \$60,000. HCCI also provides competitive benefits to full-time employees, including 403B retirement with employer contribution, health insurance, gym reimbursement, and other benefits. HCCI is located in Washington, DC, and there is a preference for someone based in the DC area for this position.

*Proof of COVID-19 vaccination (including booster) is required for employment at HCCI.*

**To apply, please send a resume to [careers@healthcostinstitute.org](mailto:careers@healthcostinstitute.org).**

For more information on HCCI, please visit [www.healthcostinstitute.org](http://www.healthcostinstitute.org).