



Administrative Assistant – Rural Health Transformation

Foundation for Healthy Communities

The Foundation for Healthy Communities is seeking an Administrative Assistant to provide centralized administrative support to the Vice President of Rural Health Transformation and all Project Directors within the Rural Health Transformation Program. This role is designed as a shared services model - one administrative professional supporting the full team to ensure efficiency, consistency and centralized governance across all program activities. This is a fast-paced position within a newly launched \$282.9M federal grant program. The ideal candidate thrives in ambiguity, builds systems from scratch and is comfortable working across multiple priorities simultaneously.

Essential Functions:

- Manage calendars and scheduling for the VP of Rural Health Transformation and Project Directors, including coordinating meetings with GO-NORTH, subrecipients, partner organizations and external stakeholders
- Prepare, format and distribute correspondence, memos, meeting agendas and minutes
- Coordination with Finance, Marketing and other departments within the organization.
- Serve as the primary point of contact for administrative inquiries routed through the RHTP shared inbox (RHTP-FHC@healthynh.org)
- Coordinate travel arrangements and expense reports for the team
- Coordinate signature routing and approval workflows using DocuSign
- Maintain organized electronic and physical filing systems for program documents, contracts and compliance records in collaboration with Grants Compliance Coordinator
- Schedule, coordinate and provide logistical support for team meetings, GO-NORTH check-ins, Hub collaboration meetings and subrecipient convenings
- Manage virtual meeting logistics (Microsoft Teams/Zoom) including link generation, participant communications, recording and follow-up
- Support the planning and execution of information sessions, webinars and applicant-facing events - including registration tracking, materials preparation and attendee communications
- Prepare meeting materials, packets and presentations in advance of scheduled sessions
- Maintain version control and document management for program files including RFAs, contracts, Work Plans, reports and compliance documentation
- Organize and maintain the shared drive structure in Microsoft 365/SharePoint, ensuring consistent naming conventions and access permissions
- Support the preparation of quarterly progress reports, annual reports and other GO-NORTH/CMS submissions by compiling data, formatting documents and coordinating team input
- Track document review cycles and deadlines

- Draft and distribute internal communications, team updates and announcements on behalf of the VP and Project Directors
- Maintain stakeholder distribution lists
- Support the communications team with formatting documents and preparing materials for publication
- Serve as the administrative liaison between FHC, GO-NORTH and other Hub organizations for routine operational matters
- Assist with data entry and maintenance in [Monday.com](#), Blackbaud Grantmaking and other program systems as needed
- Support special projects and ad-hoc requests from the VP and Project Directors as assigned

Qualifications

Required:

- Associate's degree or equivalent experience; bachelor's preferred
- 3+ years of administrative support experience, preferably in a nonprofit, healthcare or government environment
- Proficiency in Microsoft 365 (Word, Excel, PowerPoint, Outlook, Teams, SharePoint)
- Strong written and verbal communication skills
- Demonstrated ability to manage multiple priorities and meet deadlines in a fast-paced environment
- High attention to detail with strong organizational and filing skills
- Ability to maintain confidentiality and manage sensitive information with discretion
- Self-motivated with the ability to work independently and as part of a team

Preferred:

- Experience coordinating events, webinars or virtual meetings at scale
- Familiarity with New Hampshire health care or rural health landscape
- Experience working with AI models & agents

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to drive a motor vehicle for occasional travel
- Occasional support of office environment could include lifting up to 20 pounds, ascending/descending ladders and moving equipment

Position Details

The role is full-time, exempt and benefits-eligible, and is office-based in Concord, NH.

Reports to: Vice President, Rural Health Transformation

Classification: FLSA Status - Full-time/Exempt/Salaried

Hiring salary range: \$55,000 to \$65,000

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Interested candidates may apply by supplying a cover letter and resume to Travis Boucher, VP Rural Health Transformation, at travisboucher@healthynh.org by September 4th