



Safety Net Hospitals for Pharmaceutical Access  
www.safetynetrx.org

## Administrative Assistant

### About SNHPA

Safety Net Hospitals for Pharmaceutical Access (SNHPA) is an organization of over 500 public and private non-profit hospitals and health systems that participate in the Public Health Service 340B drug discount program. SNHPA was formed to increase the affordability and accessibility of pharmaceutical care for the nation's low-income and underserved populations. SNHPA monitors, educates, and serves as an advocate on federal legislative and regulatory issues related to drug pricing and other pharmacy matters affecting safety net providers. SNHPA is dedicated to protecting the 340B program and creating new opportunities for member hospitals to save on pharmaceuticals. SNHPA is an equal opportunity employer and does not discriminate against any applicant due to race, creed, color, religion, sex, national origin, age (40 and over), veteran status or disability.

## Opening for **Administrative Assistant** at Non-Profit Association of Hospitals in Washington, DC

### About the Position

Safety Net Hospitals for Pharmaceutical Access (SNHPA) has an immediate opening for an Administrative Assistant at our growing non-profit health care trade association.

### Responsibilities

- Provide administrative support to senior level executives and other staff as necessary
- Day to day responsibilities will include scheduling appointments, arranging meetings including coordinating catering and room setup, word processing, composing/editing e-mail correspondence, sending/receiving faxes, sorting/distributing mail, filing, and other administrative and clerical tasks as needed
- Provide assistance on various aspects of major Association conferences
- Help to update Association databases
- Assist in planning of two annual, national conferences on drug pricing and access issues
- Light receptionist responsibilities including greeting and directing visitors, answering phone calls, and maintaining conference room calendar (less than 5% of your time)

### Qualifications

- Must have at least two years experience as administrative assistant
- Four year college degree or equivalent education in area
- Strong skills in word processing and use of computer software programs including Excel and PowerPoint
- Strong writing, organizational, and communication skills
- Excellent interpersonal skills
- Ability to handle multiple tasks
- Interest in health policy and non-profit management

### How to Apply

Please send cover letter and resume via e-mail to [admin@safetynetrx.org](mailto:admin@safetynetrx.org), fax # 202-552-5868 or mail to: SNHPA 1501 M Street, NW, Washington, DC 20005. Please also state your salary at most current job and your salary expectations. Please also state in your cover letter how you found out about the position.

Salary commensurate with experience. Full benefits package.