**Louisiana Primary Care Association**

# **Position Description**

**Position Title:** Administrative Coordinator

Fulltime Exempt

**Supervisor:** Director of Managed Care and Network Development

**Position Summary:** The Administrative Coordinator is responsible for supporting the Network Director, ACO staff, and members in monthly meetings of the board of directors and network committees, drafting correspondence, preparing documents, and managing the organization’s calendar.

**Responsibilities:**

* Provide administrative support to ensure efficient organizational operation.
* Carry out administrative duties such as filing, typing, copying, binding, scanning.
* Coordinate daily calendar and arrangements of Network Director.
* Serve as the Network Director's administrative liaison to the Louisiana Primary Care Accountable Care Organization’s board of directors.
* Communicate directly and on behalf of the Executive Director with board members on matters related to organization initiatives.
* Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
* Record, disseminate, and maintain minutes of board meetings and committee meetings.
* Coordinate logistical arrangements for board meetings.

By signing and dating below, I agree that I have read this position description, and I have been made aware of the terms and conditions as they relate to my position. I understand, accept, and will comply with the job responsibilities delineated above.

Employee Signature Date

**MINIMUM QUALIFICATIONS**

Two years of experience in which clerical work was a major duty.

Knowledge of computer software including, Microsoft Word, Excel, Outlook, and PowerPoint and Adobe Acrobat.

**SUBSTITUTIONS**

Training in a business or clerical-related curriculum in a business school or technical institute will substitute for the required experience on the basis of six months of training for six months of experience for a maximum of one year of the required experience.

Completion of a business or clerical-related curriculum in a business school or technical institute will substitute for a maximum of one year of the required experience.