



SOCIETY^{to} IMPROVE DIAGNOSISⁱⁿ MEDICINE

*Better outcomes through
better diagnosis.*

Job Description Administrative Assistant

Title: **Administrative Assistant**

Supervised by: Operations Manager

Status: Full-time, exempt

Date revised: October 2018

Location: **Chicago, IL**

Our Organization

The Society to Improve Diagnosis in Medicine (SIDM) catalyzes and leads change to improve diagnosis and eliminate harm, in partnership with patients, their families, the healthcare community, and every interested stakeholder. <http://www.improvediagnosis.org>

The Position

Assist in all administrative duties including serving as an executive assistant to the Chief Executive Officer (CEO), scheduling, preparing committee minutes, paying bills, applying membership dues and providing administrative support for SIDM staff.

Responsibilities

Support SIDM Staff (approximately 60% of the position)

- Maintain online calendars, ensuring Board, committees, and other meetings are reflected
- Track CEO and staff commitments, including logistical arrangements as needed
- Ensure invoices are received, paid, and processed
- Track and record credit card income and expenses, compiling and organization back-up documentation
- Schedule meetings and conference calls
- Monitor and respond to general inquiries (SIDM general voice mailbox and email inbox)
- Add members to the ListServ, enter data into the CRM (Neon), manage eblasts and mailings using Constant Contact
- Help develop administrative forms, processes and procedures
- Other administrative tasks and projects as needed.

Special Meetings/Events (approximately 20% of the position)

- Serve as lead staff negotiating contracts, coordinating logistics, booking hotel, arranging catering, off-site restaurants, meeting rooms, parking, etc.
- Assist with logistics for annual Diagnostic Error in Medicine Conference

Support SIDM Board of Directors and Committees (approximately 20% of the position)

- Schedule meetings, transcribe minutes
- Produce monthly reports, post and edit Board minutes
- Provide administrative support as requested

Other (approximately <2% of the position)

- Actively participate in required conferences, educational programs and staff meetings
- Protect SIDM's value by keeping information confidential
- Update knowledge by participating in educational opportunities; maintaining networks; participating in professional organizations
- Perform other duties as assigned by supervisor.

Specific skill sets

- Comfortable in a fast-paced environment
- Proficient use of Excel and other IT applications
- Attention to detail and the ability to work individually and proactively, within a multi-disciplinary team, as well as with external partners and vendors
- Ability to work in collaboration and cooperation with others, particularly team colleagues.
- Self-reliant, good problem solver, results oriented
- Ability to creatively find solutions to challenges
- Ability to anticipate, manage and resolve conflicts
- Ability to make decisions in a changing environment and anticipate future needs
- Strong team player that has a customer service approach and is solution-oriented
- Passion for SIDM's mission.

What Makes SIDM a Great Place to Work?

- We offer a compensation package that includes SIDM sponsored health and dental insurance. We have generous leave and a flexible work schedule.
- Salary range for this position is \$32,000 to \$39,000, depending on experience and qualifications.

How to Apply

- Please submit resume and cover letter and resume to careers@improvediagnosis.org with the subject line "AA - your last name, first name." Indicate in your email where you heard of the position opening.
- No phone calls please.