



Open Position: **Executive Assistant**
Reports To: **Chief Executive Officer**

Our Organization:

Dientes is an award-winning, NHSC approved dental organization serving Santa Cruz County. Our mission is to create lasting oral health for the under-served children and adults of Santa Cruz County and neighboring communities. We are a non-profit organization that believes in providing top-notch, quality care for all patients regardless of income. We provide comprehensive dental services including specialty care, and serve over 10,000 children, adults and seniors with over 38,000 dental visits projected in FY 2018. Our philosophies value safety, quality, community, education and fun, all while striving to put our patients first.

The Position: We're looking for an enthusiastic, motivated Executive Assistant to join our team!

Requirements:

- Three to five years administrative experience
- Strong written and verbal communication skills
- Excellent people skills; must be able to deal exceptionally well with diverse groups of people
- High value for quality, compassion, teamwork, and fun!
- Must work well under pressure and be able to balance multiple tasks efficiently
- Skilled use of PCs, Microsoft Office Suite, including Excel
- Working knowledge of business English, vocabulary, spelling, grammar and punctuation, and formats for business correspondence and reports
- Bilingual preferred
- B.A. preferred

Responsibilities:

- Board meeting preparation; attend monthly meetings to take minutes; upload Board Packets to website
- Correspondence with current and prospective Board members
- Manage electronic Board votes

- Assist in event coordination and management
- Manage Mileage and Expense Reports
- Coordinate travel plans and reservations
- Reception duties, including handling multiple phone lines, greeting guests, sorting mail, etc.
- Other duties as assigned

The Pay: DOE. As a non-profit organization, we know we can't always match the salaries offered by private practice or national corporations (although our pay scales are competitive!), so we try to make it up in other ways!

- **Great Benefits:** We offer 4 health insurance options, two of which we pay 100% of employee's premiums, 50% paid for dependents. We provide the best of the best dental services (provided onsite!) for employee and 50% paid for dependents.
- **Generous PTO:** We also provide 11 paid holidays, 15 days paid time off in first year and increasing to 18 paid days off in year two.
- **Retirement:** Dientes offers a generous benefits package including up to 3% contribution toward 403b plan.
- **Education Allowance:** Our staff members receive a reimbursement of up to \$300 per Fiscal Year.
- **Work/Life Balance:** At Dientes, we work hard and we play hard! It is extremely rare that you will see a day over 8 hours, and we encourage you daily to go out and enjoy the CA sun!

Why Should You Apply? Here's what our current employees say:

- "My co-workers at Dientes are like a second family to me. I feel supported by my team and go home every day feeling good about the work I've done."
- "Dientes patients are like no other! Every day, multiple times a day, I am thanked by patients, and their gratitude goes a long way."
- "The best thing about working for Dientes for me is the fact that we have the best technology, even as a non-profit. A lot of people wouldn't expect our facilities to be so clean and modern. It feels good to offer this high level of care to our underserved patients- they deserve it."
- "I'm a Dentist, and never before in my career have I been offered such a generous benefits plan, including PTO, sick time, and vacation. Paired with the meaningful work I do each day, I know that I'm in the right place."

Dientes is an equal opportunity employer.