

POSITION DESCRIPTION

Department: Administration Title: Executive Assistant	
Date Created: 5/11/2026 Next Review Date: 5/11/2028	Reports to: Chief Executive Officer Approved by: <u>Aaron Edwards</u> Aaron Edwards (May 18, 2026 10:43:06 PDT) (Administrative Dept. Signature)

POSITION STATUS: ☒ Hourly ☐ Salaried

POSITION SUMMARY

The Executive Assistant provides high level administrative support to the Chief Executive Officer, Board of Commissioners, and executive leadership team. This role is responsible for ensuring efficient executive operations, coordinating board governance processes, and supporting organizational priorities within a rural hospital setting.

The position requires strong organizational skills, professionalism, discretion, and the ability to manage multiple priorities while maintaining compliance with public hospital district requirements and supporting effective communication across the organization.

DUTIES & RESPONSIBILITIES

- Provides direct administrative support to the Chief Executive Officer, including calendar management, meeting coordination, correspondence, and tracking of priorities and initiatives
- Coordinates Board of Commissioners meetings, including agenda development, preparation and distribution of board packets, meeting logistics, and follow up
- Records and maintains accurate board minutes and official governance documentation
- Ensures compliance with Open Public Meetings Act requirements and other applicable public hospital district regulations
- Serves as a liaison between the CEO, Board of Commissioners, executive leadership, staff, and external stakeholders
- Supports executive leadership team members with scheduling, communications, reporting, and project coordination as needed
- Prepares reports, presentations, and written communications on behalf of leadership
- Maintains organized and compliant records for board governance, audits, and public records requests
- Supports coordination and tracking of strategic initiatives, projects, and organizational priorities
- Assists with internal and external communications and supports community or organizational events as needed
- Identifies and supports improvements to administrative processes and workflow efficiency
- Maintains confidentiality of sensitive information and demonstrates professionalism in all interactions

QUALIFICATIONS:

- Associate or Bachelor's degree preferred or equivalent work experience
- Minimum of three to five years of experience providing executive level administrative support
- Experience supporting senior leadership or board governance functions preferred
- Experience in healthcare, public sector, or a regulated environment preferred
- Knowledge of public meeting requirements, governance practices, or Washington State public hospital district requirements preferred
- Strong organizational and time management skills with attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and meet deadlines in a fast paced environment
- Demonstrated ability to maintain confidentiality and exercise sound judgment
- Proficiency with Microsoft Office and standard business systems
- Ability to work independently while supporting a collaborative executive team
- Strong problem solving and critical thinking skills



Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, and encourages employees to take responsibility for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees across all levels and disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our region a better place to live.

Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.

Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships- patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the "top of one's license"
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our patients, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person.

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority on equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Encourage transparency – encourage constructive identification of problems and take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of our work, including operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify a just culture by focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL REQUIREMENTS ANALYSIS

Department: **Administration**

Job Title: **Executive Assistant**

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
☐	☐	☒	☐	Walking
☐	☐	☒	☐	Sitting/Standing
☐	☒	☐	☐	Reaching: Shoulder Height
☐	☒	☐	☐	Above Shoulder Height
☐	☒	☐	☐	Below Shoulder Height
☒	☐	☐	☐	Climbing
☐	☒	☐	☐	Pulling/Pushing: 25 pounds or less
☒	☐	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Lifting: 25 pounds or less
☒	☐	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☐	☒	☐	☐	Carrying: 25 pounds or less
☒	☐	☐	☐	25-50 pounds
☒	☐	☐	☐	Over 50 pounds
☒	☐	☐	☐	Crawling/Kneeling
☒	☐	☐	☐	Bending/Stooping/Crouching
☒	☐	☐	☐	Twisting/Turning
☐	☐	☒	☐	Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

☐ Unprotected heights

Harmful physical agents:

Lighting: ☐ Bright

☐ Heat/Cold

☐ Dim

☐ Noise

☐ Mechanical hazards

☐ Ionizing/non-ionizing radiation

☐ Hazardous substances

☐ Infectious diseases

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

Vision:

☐ Good

☒ Correctable

☐ Blind

Color Vision:

☐ Normal

☒ Impaired

Hearing:

☐ Normal

☒ Moderate Loss

☐ Deaf

Manual Dexterity:

☐ Good

☒ Fair

Talking/Speech:

☒ Normal

☐ Moderate Loss

☐ Mute

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

Executive Assistant

Final Audit Report

2026-05-18

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