

JOB ANNOUNCEMENT

Posting Date: 07/06/23
Position: Smile 180 Foundation Administrative Assistant
Supervisor: VP, QMI
Location: Nashville, TN

Job Summary:

The Smile 180 Foundation Assistant connects partners in education, hospitals, and non-profit partner clinics with financial and other resources available through the Foundation.

Primary Job Responsibilities:

1. Assists Foundation President as needed with administrative needs.
2. Interacts with partner clinics through grant cycle, annual conference workshop, regular communication, and data gathering.
3. Facilitates on-site visits and statewide travel to partner clinics supported by the Foundation.
4. Gathers, maintains, and communicates data supporting the Foundation's mission.
5. Aids in assisting the Smile180 Board of Directors with information necessary to make informed decisions on the current state of the Foundation.
6. Encourages Smile Ambassadors within and without the company.
7. Manages special government initiatives and special events.
8. Ordering of hygiene kits and supplies for foundation use.
9. Gathers, process, and report Safety Net Program.
10. Serves as backup for QMI and Provider relations teams as needed.

Minimum Qualifications:

Position requires strong interpersonal skills with the ability to clearly communicate, both verbally and in writing, with internal and external partners and executive management; strong organizational skills, advanced skills in data and project management; strong self-management skills.

Previous experience preferred but not required.

Position requires adherence to department and corporate policies and procedures, serve internal and external customers and support the goal of other departments and the company.

Must have no disciplinary action within the past 12 months.

Disclaimer

This description is intended to indicate the general responsibilities and level of work difficulty that will be required of positions given this title, and should not be construed as declaring what the specific duties and responsibilities of any particular position should be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing responsibilities shall not be held to exclude other responsibilities that are of similar kinds or levels of difficulty.

If you are interested in this position and possess the qualifications required, please complete this form and an Employee Application Update (available from Human Resources) and **return both** to Shanda Tucker or Tiffany Jones within 5 business days of the Posting Date.

Signature

Date

“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.”

“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.”

“We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.”