



Public Affairs Assistant, Baldwin Park

Under general supervision provides administrative, research, editing, project coordination and communications support to an External Affairs, Regional Communications or Community and Government Relations department. Coordinates various special events and projects.

Essential Functions:

- Serves as the first point of phone contact for internal and external contacts such as public agencies, community representatives, KP members, physicians and staff, vendors and media.
- Provides administrative support to manager and staff, including general office management, scheduling and coordinating meetings/teleconferences and typing correspondence, memoranda, reports and press releases.
- Creates and maintains databases; develops resources/files for identified needs, particularly during labor negotiations, or crisis situations.
- Provides editorial support to the department, including writing, copy editing, fact checking/research and distribution coordination.
- Drafts other written communications as necessary.
- Meets with appropriate individuals as necessary.
- Acts as KPs representative at special events, both external and internal for the Communications/Community and Government Relations Leader.
- Prepares a brief and/or minutes.
- Coordinates special events, meetings and off-sites.
- Works with special event planning committees and outside vendors.
- Gathers information, prepares agenda and background material and arranges reservations, catering and other logistics.
- Represents KP at special events while handling logistics.
- May serve as backup to department staff on media on-call rotation.

Experience:

- Minimum three (3) years of experience as an administrative assistant in a business office, preferably in a communications/public affairs or community and government relations environment.

Education:

- High School Diploma or General Education Development (GED) required.

Additional Requirements:

- Effective writing, reception and verbal communication skills a must.
- Proficient with a variety of word-processing, spreadsheet, graphics database and desk-top publishing software required.

- Ability to work with the public and media, manage multiple tasks and perform under deadline pressure.
- Must be able to work in a Labor/Management Partnership environment.

Preferred Qualifications:

- Some college level courses in journalism, public relations or related field highly preferred.

To apply: please visit jobs.kp.org and search for job number **271977** or email your resume to Bernice.X.Ramirez@kp.org