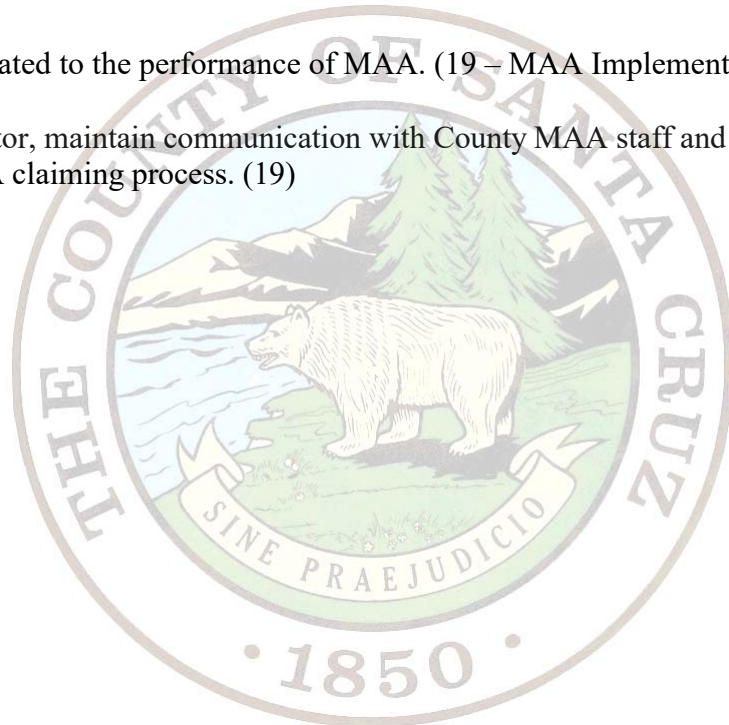


Administrative Assistant

1. Contact potential donors - outreach, track donations, send thank you letters, and manage data in Salesforce. Support development efforts. (4 – Health related Outreach) (15 & 17 – Health related Program Planning and Policy Development)
2. Assists with MAA administrative functions. (19 – MAA Implementation Training)
3. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19 – MAA Implementation Training)
4. Attends training related to the performance of MAA. (19 – MAA Implementation Training)
5. As MAA Coordinator, maintain communication with County MAA staff and assist with administrative aspects of the MAA claiming process. (19)



Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)