

***** JOB OPENING NOTICE *****

Open: December 19, 2025

Executive Assistant of Clinical Quality Affairs

At the Missouri Hospital Association (MHA), our mission is to shape an evolving environment that helps our members thrive and fulfill their current and future missions. We are seeking an Executive Assistant of Clinical Quality Affairs to perform a variety of operational and administrative duties to support the Quality, Safety and Research Department (QSR) within MHA with specific support to the clinical quality affairs division.

In this role, the selected candidate will coordinate administrative and operational support, serving as a key point of contact for clinical quality initiatives to ensure optimal results and strong engagement with member hospitals. The individual will manage and maintain key performance indicator (KPI) dashboards for the Quality, Safety and Research (QSR) department, working closely with teams to ensure timely data entry and accurate reporting. This position involves preparing customized reports for clinical quality, perinatal quality, senior leadership, and board presentations. This team member also will coordinate communication needs for the clinical quality affairs team and support the production of the QSR newsletter. The Executive Assistant will play a key role in supporting the Value Tracking System by coordinating entries and generating reports for leadership review. Active participation in MHA Operations Support meetings, conferences, webinars, and subcommittees is expected, along with championing special projects and initiatives as assigned.

The ideal applicant will be a high school graduate with at least five years of administrative support experience. Strong communication and problem-solving skills, along with proven experience using data management tools is required. Accurate data entry and familiarity with chart and graph development within these tools is highly desirable. Proficiency in Microsoft Office 365 and SharePoint, including Microsoft Planner, is essential. Knowledge and understanding of Power BI reporting is desired. The organization seeks someone who can work independently while collaborating effectively across teams, demonstrating a high degree of accuracy and dependability. The individual must be comfortable working under time constraints, handling multiple priorities, and maintaining strict confidentiality to protect sensitive information, including patient health data.

MHA is an equal opportunity employer with a drug and smoke-free work environment. MHA participates in the E-Verify Program. Submit resume and salary requirements to Human Resources, 4712 Country Club Drive, Jefferson City, MO 65109 or email to humanresources@mohospitals.org.