



4301 Connecticut Avenue, NW
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Washington, DC 20008
202.966.5557
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http://www.geneticalliance.org

Position: Executive Assistant

Employer: Genetic Alliance

Classification: Professional, full-time employment

Reports to: the CEO

Benefits: Paid vacation, health and holidays, medical, dental, and vision insurance, long-term disability, life insurance, flex plan, and 403b retirement savings plan

Location: Remote, work from home – must be a US citizen or Green Card Holder

Salary Commensurate with experience

Genetic Alliance is a nonprofit health advocacy organization committed to engaging individuals, families, and communities to transform health. Since 1986, we have built tools and technology that empower individuals to improve their own health and amplify their voices to better health and access for others. We draw upon a multidisciplinary network of organizations and a large suite of signature websites and tools, such as can be viewed at: geneticalliance.org, ihopegenetichealth.org, and diseaseinfosearch.org. We work collaboratively with our partners to push the boundaries of the current systems of biomedical research, care, and support. Our goal is to ensure that individuals, families, and communities (and the organizations who serve them) have access to the information they need to make informed decisions about their health and healthcare. We bring energy and creativity to this task through the diverse experience and expertise of our staff.

Genetic Alliance embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.

JOB BRIEF:

The Executive Assistant will provide high-level administrative support to the CEO and other senior-level staff. Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts and oversees special projects. The Executive Assistant must be creative and enjoy working within an entrepreneurial environment. The ideal individual will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

ROLE OBJECTIVE:

Provide and lead support to both internal and external parties with a high level of professionalism and in a manner that furthers the organization's mission and culture.

KEY RESPONSIBILITIES:

- Manage sensitive matters with a high level of confidentiality and discretion.
- Organize complex calendars and schedules, resolving any scheduling issues.

- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects, and other documents in support of objectives for the organization.
- Arrange travel and accommodations for executives. Prepare expense reports.
- Screen incoming telephone calls; take and deliver accurate messages; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff.
- Draft and prepare correspondence for internal announcements, board meetings, and organizations with which the executive is involved
- Manage the Executive's contacts, including families needing support, researchers, clinicians, laboratories, and donors, using Salesforce and Filemaker Pro.
- Be responsive to emails/texts/phone calls, with contact outside normal business hours on occasion.
- Reading, researching, collecting, and analyzing information as needed, in advance.
- Complete ad hoc projects as assigned – such as personal events and/or family needs.

SKILLS AND QUALIFICATIONS:

- 5+ years of related experience required in working in an executive assistant role supporting C-Level executives.
- Advanced Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Ability to communicate effectively and professionally.
- Excellent communication and time management skills; proven ability to meet deadlines.
- Ability to function well in a high-paced environment; performs additional duties as assigned by executives.
- Flexible hours as dictated by the needs of business for projects and meetings.

PREFERRED ATTRIBUTES:

- Business sense - has a strong business sense and can decipher priorities and make sound judgment calls when needed.
- Commitment to excellence - perform duties at the highest level possible on a consistent basis.
- Excellent communicator - able to interact with people of all levels in a confident, professional manner.
- Demonstrate ability and temperament to work with sensitive information.
- Team player - have team-oriented experience and approach.
- Service focus - dedicated to meeting the expectations of the CEO and other senior executives by maintaining effective relationships with interested parties.
- Ability to think outside of the box with a sense of urgency.

Knowledge, Skills and Abilities

Required:

- Comfortable working under pressure with tight deadlines in a fast-paced environment
- Well organized including good attention to detail and ability to manage multiple simultaneous projects
- Strong oral communication and excellent writing skills needed
- Ability to research and understand complex and unfamiliar subjects
- Demonstrates genuine passion for health issues with experience in healthcare/research advocacy space a plus
- Experience with Photoshop, InDesign, Adobe, and Illustrator

- Experience leading a team to develop web, social media, and written content
- Experience in interpreting and reporting on analytical information
- Experience recruiting and managing vendors

Preferred:

- Familiarity with Salesforce or a similar CRM
- Experience with Jira and Confluence

How to Apply:

Interested and enthusiastic applicants should send a resume, cover letter, two writing samples, and references to Sharon Terry (sterry@geneticalliance.org). Please include Executive Assistant in the subject line.

Please note that only those individuals whose qualifications match the current needs of the organization will be considered and will receive responses from Genetic Alliance.