

HEAL 901 – Job Description

Executive Assistant

Position Type: Full-Time

Schedule: Monday–Friday, 9:00 AM–5:00 PM

Compensation: Salary starts at \$51,000 Annually (Based on experience)

Reports To: Executive Director

Position Summary

The Executive Assistant provides high-level administrative and operational support to the Executive Director (ED), Executive Committee (EC), and Board of Directors (BD). This role manages the ED's calendar, communications, and priorities while ensuring smooth coordination across departments and governance groups. The Executive Assistant serves as a trusted partner to leadership, supporting daily operations, meetings, documentation, and special projects.

Key Responsibilities

- Manage ED calendar, meetings, travel, and daily workflow.
- Serve as liaison between ED, EC, BD, staff, and external partners.
- Screen calls/visitors; handle inquiries with professionalism and discretion.
- Prepare agendas, correspondence, meeting packets, and minutes.
- Maintain organized filing systems and manage mail, email, and documents.
- Support project planning, staff coordination, and organizational processes.
- Assist with presentations, reports, white papers, and special projects.
- Prepare and reconcile expense reports.
- Maintain confidentiality at all times.

Qualifications

- Strong organizational and communication skills.
- Ability to manage multiple priorities with discretion.
- Experience supporting senior leadership preferred.
- Proficiency in Microsoft Office, Google Workspace and AI-powered productivity tools.
- Commitment to HEAL 901's mission.

SERIOUS INQUIRIES ONLY

To apply:

- Complete the HEAL 901 Employment Application:
<https://forms.gle/29PQjsrDTwhQbSNq9>
- Submit your resume as a Word document (.doc or .docx)