

## Executive Assistant to the President & CEO

### About PRH:

Physicians for Reproductive Health (PRH), a network of doctors across the country, works to improve access to comprehensive reproductive health care. We do this by mobilizing and educating clinicians, speaking with the media, and advocating with our policy makers to achieve a vision of patient-centered health care that is safe, supported, and accessible.

- We bring the physician's distinctive voice to discussions about and debates over reproductive health care, ensuring that the patients we serve are centered and prioritized
- We provide leadership and tools so that physicians can speak up and take action
- We use scientific expertise, medical evidence and lived and experience to influence legislation, medical practice, and public opinion
- We advocate for comprehensive reproductive health as a core part of all medical curricula
- We train doctors to educate their colleagues and other health professionals on best practices in reproductive and sexual health care
- We offer the strength of our network to physicians all over the world
- We ensure that an equity lens, including a racial justice focus, is applied to organizational operations, including internal processes and infrastructure.
- We maintain a workplace culture that attracts, retains, and motivates a diverse staff, deepening and strengthening a culture of inclusion and equity within the team and across the entire organization.

**For more information about PRH, please visit us on the web at [www.prh.org](http://www.prh.org).**

### Position Summary:

PRH seeks an experienced Executive Assistant who will provide quality administrative support to the President & CEO and the Board of Directors. The Executive Assistant will have the ability to think proactively and respond quickly and efficiently and must possess strong administrative, written and verbal communications, and organizational skills, with the ability to prioritize projects and the needs of the organization while handling multiple priorities and highly sensitive and confidential information with the utmost discretion and composure.

In addition to the Executive Assistant's primary responsibilities of providing administrative and logistical support for the President & CEO and the Board, this position will ensure the smooth functioning of the office, including to support HR, Finance, and Operations functions as needed. Flexibility, initiative, and demonstrated capacity to work independently are necessary to succeed.

### Key Relations:

The Executive Assistant reports directly to the President & CEO. This position works closely with PRH's staff, Board of Directors and its committees, and a variety of external stakeholders.

### Position Duties to Include:

#### Executive Responsibilities for the President & CEO (President)

- Manages confidential and sensitive information from the office of the President
- Manages very active calendar of the President
- Manages complex and detailed travel plans, itineraries, and agendas
- Manages appointments, schedules and meetings, conferences, tele-conferences
- Plans, coordinates, and ensures the President's schedule is followed and respected
- Communicates directly, and on behalf of the President, with Board members, donors, foundation staff, and others, on matters related to President's programmatic initiatives
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature
- Determines appropriate course of action, referral, or response
- Supports and enables smooth communication between the President's office and internal divisions, demonstrating leadership to maintain credibility, trust, and support with all staff
- Works closely and effectively with the President to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the President, some of which have organizational impact
- Prioritizes conflicting needs; handles priorities expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures

#### Board Support and Liaison

- Serves as the President's administrative liaison to Board of Directors
- Maintains discretion and confidentiality in relationships with all board members
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format
- Senior Management Liaison
- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings as assigned
- Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings
- Overall management and coordination of all board gatherings with the President
- Produces information by transcribing, formatting, inputting, editing all meeting notes including board minutes

### **Communications, Partnerships, and Outreach**

- Event planning for all staff gatherings
- Support Human Resources and Finance as needed

### **Strategic Initiatives**

- Works with the Strategic Initiatives team in coordinating the President's outreach activities
- Follows up on contacts made by the President and supports the cultivation of ongoing relationships
- Maintains professional and technical knowledge by attending educational workshops
- Contributes to team efforts through participation in working groups

### **Facilities Responsibilities (in partnership with the Operations Team)**

- Manage vendor relationships
- Maintain office equipment
- Manage acquisition, inventory, and restocking of office supplies
- Manage office and building relations
- Oversee and maintain professional office appearance
- Interact with cleaning staff
- Organize and maintain storage areas, supply room
- Manage renewals, terminations, and leases for vendor contracts, subcontracts, and/or service agreements for general office equipment

### **Qualifications/Requirements:**

- Excellent written and verbal communication skills
- Ability to manage sensitive and confidential information
- Highly organized and great attention to detail
- Ability to handle multiple projects in a busy, fast-paced environment and meet frequent and competing deadlines
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Google Suite, and a number of online productivity platforms. Quick to learn new platforms
- Ability to be flexible in a changing work environment
- Ability to work independently and collaboratively
- Demonstrated commitment to and experience working on gender and racial equity centering communities of color in their approach to the work

- Strong commitment to reproductive health, rights, and justice
- 5 to 10 years of recent and relevant experience particularly in office management and senior leadership, preferably in a non-profit organization

### Compensation and Benefits:

This is a full-time overtime exempt and flexible combination of in-office and remote position. The candidate is expected to reside in New York City area but work remotely (due to COVID-19 safety precautions) with occasional travel to the NY office as needed.

The salary will be commensurate with experience. PRH offers extremely generous medical (including sponsored dependent and family plans), dental and vision insurance, along with 401K match, generous vacation and sick time policies, and paid parental leave. The salary range is \$60,000.00 to \$67,000.00.

### To Apply:

Please email your CV, cover letter, and salary requirements to **recruiting@prh.org**. Please indicate "Executive Assistant to President & CEO" in the subject line. No phone calls, please. HR will only contact successful candidates. Applications are reviewed until the position is filled.

*Physicians for Reproductive Health is an equal opportunity employer, committed to attracting, developing, and retaining exceptional people. We welcome and encourage applicants for all positions respecting the full spectrum of education, experience, age, race, creed, color, national origin, sex, religion, physical or mental disability, sexual orientation, gender identity, gender expression, ancestry, marital status, veteran status or other military status, legal alien status or citizenship status, genetic carrier status, genetic information, AIDS or AIDS-related complex or HIV status, being a victim of domestic violence, protected activity (i.e., filing a charge of discrimination, participating in a discrimination proceeding, or otherwise opposing prohibited discrimination), or any other characteristic protected by federal, state, or local law.*