Executive Assistant to the President & CEO

Who we are:

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 policymakers to achieve a vision of person-centered health care that is safe, supported, and accessible. The current social and political climate requires that PRH remains steadfast in confronting attacks on access to reproductive health care and related progressive issues, yet nimble and creative in responding to those assaults.

- We bring the physician’s distinctive voice to discussions about and debates over reproductive health care, ensuring that the people we serve are centered and prioritized.
- We provide leadership and tools so that physicians can speak up and take action to advocate for the communities they care for.
- We use scientific expertise, medical evidence and lived 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 work to ensure that equity and justice is the foundation of our work, including a commitment to racial justice and it 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.

To learn more about PRH, please visit us on the web at http://www.prh.org.

How you’ll contribute:

The Executive Assistant will provide quality administrative and strategic 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 communication skills. The Executive Assistant will be highly organized and have the skill 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 work with the Chief of Staff and Operations Coordinator to ensure the smooth functioning of the office, including support to HR, Finance, and Operations functions as needed. Flexibility, initiative, and demonstrated capacity to work independently are necessary to succeed.
The Executive Assistant will report to the President & CEO and is a part of the Management and General Administration (MAG) Team.

**President & CEO Support:**
- Manage dynamic executive calendar, collaborating intentionally with both internal staff and consultants and external partners.
- Timely follow up on contacts made by the President and consistent support and cultivation of ongoing relationships.
- Work closely with President & CEO to keep them well informed of upcoming commitments and responsibilities.
- Work with program staff to organize and prioritize related meeting/prep materials.
- Efficiently handle all in-person meeting logistics, including catering when necessary and coordination of technological support/set-up.
- Arrange travel, prepare itineraries and associated materials; process expense reimbursement forms in an expedient manner.
- Email/inbox management and tracking responses, deadlines, and other necessary correspondence.
- Maintain organized and accurate records of activities of the President & CEO.
- Work with the Chief of Staff and other consultants and staff to advance organizational projects and priorities on behalf of the President & CEO.
- Manage confidential and sensitive information with discretion.
- Communicate directly and strategically on behalf of the President & CEO on matters related to the President’s initiatives.
- Efficiently determine appropriate courses of action, referral, or response for inquiries to the President & CEO’s office.
- Take meeting notes and communicate action items for follow up as needed.

**Board of Directors Support:**
- Coordinate all board meeting related activities including administrative and logistical support, scheduling, recording minutes, compiling reports, assembling board packets, and handling material of a confidential nature.
- Track board terms, meetings, minutes in compliance with PRH bylaws.
- Effectively manage board chair and executive committee meetings including scheduling, note taking, and sending out materials in advance.
- Support board committees including scheduling meetings, taking notes, and sending follow-up items in a professional manner
- Manage all board communications including monthly updates.
- Keep organized records of all Board activities including an electronic folder.

**Other Administrative Support:**
- Record notes and action items for all staff meetings involving the President & CEO.
- Coordinate staff-wide gatherings for strategic planning and staff development including scheduling, site selection, and catering.
- Serve on Staff Retreat Planning Committee and other internal working groups.
- Serve as a backup for other members of the MAG team as needed and appropriate.

**What you’ll bring**
• A minimum of 5-7 years of relevant experience supporting a CEO position in a nonprofit organization, experience in reproductive health, rights or justice organizations preferred.
• Exceptional organizational and time management skills.
• Detail-oriented.
• Strategic and problem-solving mindset.
• Excellent communication skills with experience in composing professional correspondence on behalf of a CEO to board members and/or donors or constituents.
• Ability to manage and complete projects independently as well as take direction.
• Ability to multi-task and meet competing deadlines.
• Strong interpersonal skills to work effectively with other staff and colleagues.
• Advanced experience in the use of MS Office (Word, Teams, PowerPoint, Excel).
• Discretion in handling confidential and sensitive information.
• Composure under pressure and ability to prioritize competing demands and respond in a timely manner to requests.
• Comfort or experience with remote office environments.
• Ability to travel occasionally.
• Strong commitment to reproductive health, rights, and justice; demonstrated commitment to and experience working on gender and racial equity centering communities of color in their approach to the work.

What you’ll experience:

PRH’s model for organizational operations, including internal processes and infrastructure, are deeply grounded in equity, including a focus on racial, gender, and economic justice. We maintain a workplace culture that attracts, retains, and motivates a diverse staff, deepening and strengthening a culture of equity and inclusion within the MAG team and across the organization and its programs.

PRH offers a remote working environment with a flexible 35-hour work week. Additionally, PRH offers medical (including sponsored dependent and family plans) dental and vision insurance, generous vacation, sick, and holiday policies, 401k retirement plan with company matching contributions up to 3%, and parental leave benefits.

The salary range for this position is $63,300 to $76,000.

To Apply:

To apply, please email your CV and cover letter to recruiting@prh.org. Applications are reviewed until the position is filled. Please indicate Executive Assistant 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 safeguard applicants and employees from discrimination for all positions on the full spectrum of education, experience, age, race, creed, color, national origin, pregnancy, sexual orientation, gender identity, religion, disability, gender expression, ancestry, marital status, parental status, veteran status or other military status, citizenship status, genetic carrier status, genetic information, or other non-merit based factors and characteristic protected by federal, state, or local law.