



NOVEMBER 2018

Executive Assistant Job Description

Are you someone who is passionate about health care and education? The Physician Assistant Education Association (PAEA) is committed to transforming PA education and health care by leading and serving the PA educational community. As the national leader in PA education, the Association delivers a large array of educational resources, products, and services specifically designed to meet the emerging needs of PA programs. Currently, the Association is seeking an executive assistant (EA) to support the executive office. The EA will handle a broad portfolio of activities within the executive office, with a primary emphasis on supporting the CEO by managing their calendar, coordinating travel, and providing real-time support. This position will also coordinate and execute the administrative and logistical needs of the Board of Directors. The EA will be a key player in advancing PAEA's mission by working closely with the executive office to ensure work flows efficiently and is focused on outcomes.

The ideal candidate is extremely organized and able to focus on a wide range of assignments simultaneously. They will be able to handle the logistical requirements of being an assistant but go above and beyond to think critically about how to advance the mission and priorities of the Association, while also being able to dive in to special projects as needed. This position is a full-time position that is based at the PAEA national office in Washington, D.C. Women, minorities, and people with disabilities are strongly encouraged to apply.

Responsibilities

- Directly support the CEO, including:
 - manage their calendar/schedule
 - arrange travel and build itineraries
 - handle all other logistics to support the CEO's activities
- Represent the Association, greeting and maintaining contact with VIPS and key stakeholders.
- Communicate professionally on behalf of the CEO and/or executive office, including drafting correspondence
- Work with other members of the executive office to prioritize and execute work
- Work with and provide administrative and logistical support to the PAEA Board of Directors, comprised of education and health care leaders from across the U.S.
- Other duties as assigned.



Experience and Qualifications

- Higher education required, Bachelor's degree preferred
- 1-2 years relevant experience; prior experience supporting a senior executive preferred.
- Possess excellent judgement and emotional intelligence
- Ability to speak and write clearly and effectively, and to succinctly summarize large amounts of information
- Self-starter with the ability to prioritize and handle several tasks simultaneously without constant oversight
- Strong organizational skills
- Proficiency in Microsoft Office Suite
- Ability to travel and work weekends as necessary

If interested in applying for this job, please submit a cover letter and resume to HR@PAEAonline.org.