



MAY 2021

## Executive Assistant to the CEO

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 to the CEO. This position will be based in our Washington, DC office.

### **Description**

The executive assistant will report directly to the CEO and will provide executive and administrative support to the CEO and Board of Directors, as well as the Senior Leadership Team (SLT). The executive assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO.

*Because this position may be exposed to sensitive and confidential information on a daily basis, this individual is responsible for maintaining the confidentiality that knowledge of such warrants.*

### **Responsibilities**

- Management of the CEO calendar so that all priorities are met in a timely manner.
- Ensure that the CEO is prepared and briefed for all meetings and events, with agendas, biographical sketches and talking points.
- Assist with meeting and travel scheduling, Board of Directors, various committee meeting support for CEO and President as needed.



- Support the CEO's management of Board and leadership team meetings and management of those members
  - Handle board meeting set up, agenda and minutes.
  - Manage logistics with the Board of Directors, including meeting dates and agendas, reports and other meeting preparation, communicating with the Board on all of the above.
- Prepare agendas and manage all logistics for Executive Team meetings, including in-house staff presentations, collection of reports to the board, and vacation schedules of CEO and COO to ensure proper coverage throughout the year.
- Maintain continuous lines of communication, keeping the CEO informed of all critical issues.
- Participate in the CEO and Board Presidents internal and external communications, both written and spoken. Taking minutes, drafting external communications as necessary.
- Disseminate information and communicate ideas on behalf of the CEO via social media and website.
- Facilitate communication across departments.
- Coordinate activities, set agendas, and summarize deliverables for Senior Leadership Team, Open Staff Meetings, CEO breakfast or other events, and other staff meetings.
- Executive project management: oversee BOD calls, meetings, special projects that typically require cross-functional collaboration and resource allocation.



### ***Requirements***

The Executive Assistant will have a Bachelor's Degree (Master's preferred) and at least 3-4 years of experience in organizational administration, at least two years of experience in similar position. The ideal candidate will have the acumen and finesse to handle complex situations and multiple responsibilities simultaneously mixing long-term projects with the urgency of immediate demands.

He or she must possess exceptional judgment and communication skills, and must exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships, and the capability to interact within all levels of the organization and with external constituents.

Additional requirements for the position are:

- Knowledge of financial management and ability to manage coding of expenses using PAEA software
- Excellent interpersonal skills and good sense of humor
- Good stamina and willingness to travel when necessary
- Strong interest in the mission of the Physician Assistant Education Association