



Executive Assistant to the President

Major Areas of Responsibility

- Maintain President's calendar by scheduling meetings and tasks, conferences, teleconferences, and travel. Manage changes and keep President on task.
- Be the President's "go-to/right-hand" assistant.
- Prepare itinerary, map/directions, and needed materials for executive meetings.
- Ensure President is prepared, and that all meetings, tasks, and deadlines are met.
- Process President's time/detail for non-profit reporting purposes.
- Provide initial contact resources for inquiries from the public and be a communication hub between staff & interested parties, including legislators, and donors.
- Assist President at some offsite meetings/events (as needed).
- Process donation checks and enter into the donor database
- Provide general office support (e.g. mail, filing, outgoing mail, phone & email correspondence, light office cleaning),
- Other admin or project tasks as directed by the President.

Required Knowledge, Skills, and Experience

- 2-10+ years' experience as an office assistant (to a leader or executive)
- Excellent organizational abilities and keen attention to detail
- Superb ability to prioritize and closely manage an executive's daily details
- Professional skills in verbal and written communication
- High proficiency with Microsoft Office (Outlook, Word, Excel...)
- Experience managing online calendars
- Proactive planning, investigating, troubleshooting skills
- Ability to handle multiple high priority items at any time
- Excellent computer skills, preferably in a Mac environment
- Project Professionalism on the phone as the first line of contact
- Eagerness to work as part of a team and assist with additional tasks as needed
- Ability to learn new tasks or processes

Preferred Knowledge and Skills

- Travel arrangement experience
- Knowledge of health freedom issues

To apply: Send a resume' and cover letter, detailing your qualifications and your commitment to free-market principles, to staffing@cchfreedom.org

CCHF is a 501(c)3 nonprofit organization that exists to protect patient and doctor freedom.