



Executive Assistant to the President

Major Areas of Responsibility

- Maintain President's calendar by scheduling meetings and tasks, conferences, teleconferences, and travel. Review schedules and keep President on task.
- Prepare itinerary, map/directions, and needed materials for executive meetings
- Be the President's "go-to/right-hand" assistant
- 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.
- Review documents for accuracy
- 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 and Skills

- 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
- Ability to learn new tasks or processes

Preferred Knowledge and Skills

- Office experience
- Travel arrangement experience
- General knowledge of government structure and legislative/policy processes.

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 401(c)3 nonprofit organization that exists to protect patient and doctor freedom.