

Overview:

The Institute for Family-Centered Care, a small health education/advocacy agency in Bethesda, Maryland, is seeking an **Executive Assistant to the President/CEO**. As a critical member of our team, demeanor is a crucial aspect of this position. The candidate will be the principal administrative support person for the leader of this non-profit organization, thereby performing a vitally important role. The successful candidate will have a sincere interest in the Institute's mission, possess excellent administrative and relational skills, value attention to detail, and be able to handle a variety of activities and tasks. The office environment is informal but highly professional, requiring quality work and individual initiative. Each staff member is part of the team and must be willing to perform a wide breadth of activities. Visit our Web site at www.familycenteredcare.org. Send cover letter with resume and salary requirements to institute@iffcc.org or fax to 301-652-0186.

Major Responsibilities:

- Serve as right-hand of the President/CEO
- Represent the President and the Institute in a professional and congenial manner in person, in telephone conversations, and in written correspondence
- Telephone coverage, mail processing, ordering supplies, preparing bank deposits
- Write letters and other correspondence for the President/CEO, including letters of agreement
- Discreet handling of confidential information
- Proofread and edit documents
- Scanning material for projects and publications
- Participate in brainstorming sessions for various projects
- Assist with development and preparation of budgets for specific projects of the organization
- Update contacts and articles in the database, using database to export information, merge letters, make contact lists, produce labels, and prepare group emails
- Assist with filing and organization of information.
- Maintain the office calendar, including the schedule for the President.
- Maintain President's CV, training and technical assistance schedules, and notebooks

- Assist with travel arrangements for the President and maintain travel records
- Takes minutes at staff meetings
- Prepare expense reports and reimbursement forms for President
- Assist with general office administrative tasks as needed.
- Assist with meeting planning as needed.
 - Attend seminars and conferences (2-3 per year)
 - Assist with tasks related marketing, registrations, development of the agenda, and resource materials for meetings.

Qualifications:

- Excellent interpersonal skills
- Excellent editing and proofreading skills
- Strong verbal and written communication skills
- Attention to accuracy and detail in all aspects of responsibilities
- Proficient computer skills, particularly with Microsoft Office, Word, Excel, and PowerPoint
- Transcribe from Dictaphone with speed and accuracy
- Minimum typing speed of 50 wpm
- Experience scanning photographs and slides preferred
- Experience in working with database(s); preferably FilemakerPro
- Experience performing research utilizing the Internet
- Excellent organizational skills
- Knowledge of basic filing and organizational protocols
- The ability to follow directions, sometimes from multiple sources, and determine priorities
- Flexibility and a willingness to perform other reasonable duties as requested, including willingness and ability to stay late on occasion in exchange for comp time
- Experience with health care systems and/or caring for family members with special health needs preferred

Education and Experience:

- Bachelor's and/or equivalent work experience