



Position Title: Executive Assistant
Position Type: Full-Time
Reports to: President and CEO
Location: Washington, D.C.

Do you want to work for the most effective nonprofit in patient advocacy and join a truly dynamic team impacting the healthcare landscape? What about a chance to make a difference in the lives of over 100 million patients who live with liver disease globally? We are hiring an Executive Assistant to support our President and CEO. If you have an entrepreneurial spirit and a deep commitment to advancing thoughtful solutions to improve the lives of those affected by liver disease, we want to hear from you.

The Global Liver Institute (GLI) is a 501(c)(3) nonprofit organization headquartered in Washington, D.C. Our mission is to improve the lives of individuals and families impacted by liver disease by promoting innovation, encouraging collaboration, and scaling optimal approaches to help eradicate liver diseases. We believe that by collaborating with patients, the medical community, other advocacy organizations, and our corporate partners, we will achieve our vision for liver health to take its proper place on the global public health agenda consistent with its prevalence and impact. In just seven years, GLI has grown from a social impact start-up to an international nonprofit with an expanding list of programs and initiatives serving patients and the liver health community.

We have a diverse team with over 20 full-time staff located across the US, in the United Kingdom, and the European Union. Our expansion plans include programs in two additional continents by Q4 2022.

Job Description

We are actively recruiting for an Executive Assistant for our President and CEO. The ideal candidate will be trustworthy, have a sense of humor, be solution-oriented, and have a strong work ethic. Exceptional organizational skills and keen attention to detail are critical. The successful candidate must also have a demonstrated handling of sensitive/confidential information. This will be a 70 percent remote position with 30 percent time spent with the President at our headquarters in Washington, D.C. to help with personal and professional logistics.

Must-Have Qualifications

- Experience with complex, detailed travel arrangements
- Experience with matrixed scheduling across multiple internal departments and external c-suite executives
- Experience with staffing a principle with frequent media and industry appearances - coordinating hair, makeup, and wardrobe for trips and events
- Proficient at prioritizing and packaging information for decisions
- Superior judgment developed with close communication and collaboration with the principal and learning the organization's culture, landscape, and key strategic relationships

Primary Roles and Responsibilities

The successful candidate must be able to perform each of the following satisfactorily:

- Maintains calendars and daily schedules in a proactive, forward-thinking fashion for the supported executive
- Plans and coordinates executive-level meetings and conferences that include making all necessary arrangements, ensuring meeting materials are produced and available, organizing schedules of multiple participants, taking minutes, and following up on action items, managing an active calendar of appointments, coordinating multiple projects, and serving as liaison to external constituents
- Preparing complex and detailed travel plans, itineraries, agendas, and reports (for example, expense reports and budget documents)
- Uses Asana (project management platform) to track all action items for executive office
- Manages, coordinates, schedules, and maintains multiple calendars related to the President
- Communicating professionally and effectively with C-Suite level executives and their support staff to ensure that meetings are scheduled promptly and appropriately
- Confirms all meetings just prior to the Presidents attendance
- Works both under specific direction and independently to fulfill and anticipate scheduling and workflow needs for supported executive
- Plans internal meetings by working closely with other GLI Team members to ensure that schedules are aligned
- Schedules complex external client and partner meetings that involve executives from multiple organizations, including coordinating catering and room setup needs
- Assists in the creation, formatting, and distribution of agendas, PowerPoint presentations, and other materials for meetings
- Creates and maintains current and organized files (hardcopy and electronic)
- Acts as liaison for the principal with internal and external contacts/offices
- Establishes and maintains professional relationships with external departments and internal staff
- Compiles data, statistics, and other information and materials for meetings, presentations, etc. Coordinates reports, forms, documents, mailings, etc.
- Composes correspondence for signature (DocuSign), prepares presentations, etc.
- Prepares invoices for payment, processes reimbursement requests and expense reports

- Provides or manages staff support for committees, meetings, etc. Participates in meetings as required
- Plans events and performs special projects
- Perform other similar and related duties as required
- Assistance with specific team project work, as needed
- Works with CEO at headquarters on personal and professional logistics

Compensation:

In addition to a competitive salary, GLI offers 100% reimbursement for healthcare insurance premium for its employees. We offer health, vision, dental, short/long term disability and retirement options. We recognize most federal holidays and generally close the last two weeks of December, as an additional paid vacation for GLI staff. Our team members work off-site/remotely with some travel involved. GLI also has a liberal leave and sick-time policy depending upon advanced planning, employee discretion, and approval of the employee's supervisor.

How to apply:

Please submit your resume and cover letter to hire@globaliver.org with "**CEO Executive Assistant**" in the subject line of your email.

Due to the high number of applications we receive for positions posted, we are only able to respond directly to candidates with whom we wish to move forward in the interview process. Thank you for your interest in this role and in GLI.

Global Liver Institute is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.