

JOB DESCRIPTION

Position Title: Executive Assistant to the President/CEO

The Network for Regional Healthcare Improvement (NRHI) is a national member organization of regional healthcare improvement collaboratives (RHICs) and state/regional partners across the United States. These multi-stakeholder organizations work in their regions and collaborate across regions to transform the healthcare delivery system to improve the patient experience of care, including quality and satisfaction; improve the health of populations; and reduce the per-capita cost of healthcare.

Position Summary

This is a full-time, regular status position at NRHI. Reporting to the President and CEO, the Executive Assistant is a highly skilled professional that enables efficient and high-quality implementation of required activities to support achievement of strategic goals.

Responsibilities:

Administrative:

- Top priority is to manage all aspects of the President/CEO's calendar including scheduling, travel, proactive reconciliation of all conflicts, advance preparation of required meeting materials including coordination with appropriate NRHI staff to ensure President/CEO is fully prepared for all meetings;
- Serve as liaison with NRHI staff to facilitate President/CEO's timely review of proposals, correspondence, guidance and documentation to ensure achievement of key strategic initiatives;
- May serve as primary internal and external point of contact for certain vendor relationships serving NRHI and multi-project need;
- Serves as a liaison with NRHI Board Members
- Provide general administrative support for the leadership team including calendars, meeting schedules and booking travel;
- Schedule and record minutes for NRHI Committee Meetings, Advisory and/or Affinity Groups;
- Lead the agenda preparation for NRHI Committee Meetings, working closely with Committee Staff lead.
- Organize, manage, post and circulate all committee meeting materials;
- Ensure recordings/videos from committee meetings are converted and saved on NRHI's Vimeo site with appropriate password protection;
- Prepares and compiles the Board packet for quarterly Board meetings; creates tracking document to ensure all items are received by due date and follows up as necessary with responsible individuals; maintains the master PowerPoint deck for the Board meetings;

- Works closely with the Finance and Operations Manager to support recruiting process by reaching out to selected applicants and scheduling all interviews as requested by hiring manager.
- Create and maintain stock PowerPoint decks for NRHI that can be accessed easily and leveraged to avoid rework.
- Assist with Content Library management and organization as needed.
- Provide support to help cleanup, proof, and recommend edits to documents from projects, including PowerPoint slides and PDFs.
- Reconcile and track CEO credit card expenditures, collecting receipts, assigning accounting codes to transactions and preparing completed monthly credit card package.
- Maintain distribution lists in Outlook Exchange
- Other duties and special projects as assigned.

Events Leadership/Supervision:

- Assist with coordination of NRHI events (both Project Events and Board Meetings) with NRHI events planner;
- Assist with virtual event facilitation;
- May include event project management responsibilities;
- Collaborate with NRHI events planner for optimal coordination with the President/CEO's and Project Director schedules;
- Assist with the events calendar as needed

Requirements:

- Minimum of a Bachelor's Degree required;
- Minimum three to five years of experience supporting executive level position;
- Prior success in managing executive level schedules and calendars;
- Critical thinking skills to assess and discern level of prioritization for work load;
- Extraordinary organizational skills and the ability to flex when necessary;
- Experience with vendor contracting and management a plus;
- Ability to operate in a fast-paced environment;
- High level of professionalism and prior experience interacting with high level executives, both public and private;
- Demonstrated project management experience strongly preferred;
- Knowledge of healthcare industry is a plus, but not required; and
- Large meeting or event planning experience strongly preferred.

Additional capabilities include:

- Communication Skills: Demonstrated ability to communicate effectively in a variety of venues. Collaboration with prominent national organizations, such as the Robert Wood Johnson

Foundation (RWJF) and direct work with executive level public and private stakeholders require superior professionalism and communication skills.

- Organizational Skills: Superior organizational skills to coordinate and manage across multiple projects.

In summary, the ideal candidate must be confident, well organized, and comfortable working in a fast-paced environment with a high level of professionalism. Confidentiality is a fundamental characteristic, as well as exceptional written and verbal communication skill and sharp attention to details. Demonstrated ability to effectively handle problems quickly and efficiently is also essential.

Qualified candidates please submit your resume, cover letter and complete our application via the careers section of our website <http://www.nrhi.org/about-nrhi/careers/>.

NRHI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.

Location: Portland, Maine