

**ROLE** Strategic Executive Assistant

**TYPE** Administrative/Project Management/Communications

**LOCATION** Charleston, South Carolina (2-3 days in the office, 2 days remote)

**REPORTS TO** CEO

**EVALUATION FREQUENCY** Annual

## WHO WE ARE

OneWorld Health exists to provide quality, affordable healthcare to under-resourced communities with a vision to empower communities to achieve long-term improvements in health and quality of life so that they can not only get by, but thrive.

Through the establishment of operationally sustainable medical facilities, the empowerment of local staff and communities, and a unique culturally attuned, people-centered model of providing healthcare, we are committed to be in and with each community for the long haul.

Simply put, we provide care that endures.

## ABOUT THIS OPPORTUNITY

As a Strategic Executive Assistant, you bring our wildest dreams to life. Working directly with our CEO, your main focus is to put action behind ideas, mobilize internal and external teams, and ensure all outcomes are met so our organization can have the greatest impact.

## RESPONSIBILITIES

- Provide sophisticated calendar and email inbox management for CEO. Prioritize inquiries and requests while troubleshooting calendar conflicts; make judgements and recommendations to ensure smooth day-to-day operations. Help ensure the CEO's time is spent in places that will have the greatest ROI.
- Ensure meetings, projects, and commitments of CEO align with strategic plans and initiatives.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature
- Support the CEO's ability to steward relationships with key donors and prospects. Ensure touchpoint are happening at regular and appropriate intervals. Prepare CEO for meetings or calls, track notes in donor database, ensure follow-up.
- Anticipate CEO's needs in advance of meetings, conferences, and events. Create, compile and disseminate relevant materials to attendees and CEO. Effectively communicate CEO's responsibilities, agenda and logistics. Manage follow up, as appropriate
- Maintain strict confidentiality and strong integrity with highly sensitive matters
- Organize internal and external meetings and events for CEO, including logistical preparation and execution including organizing travel, food, beverage, building access, signage, and IT services
- Reconcile monthly credit card statements and submit expense reports in a timely manner
- Conduct preliminary research on a variety of topics; draft materials as needed
- Create and draft content for emails, agendas, and presentations on CEO's behalf
- Cross-functional collaboration with departments in Corporate under the CEO's span of control
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Replenish office materials such as snacks, printer supplies, paper, office supplies, etc.

## THE IDEAL CANDIDATE WILL EMBODY

- A posture of integrity that values the mission and vision of OneWorld Health
- Proven ability and drive to take initiative and problem solve
- A positive attitude and professional appearance and manner
- A Bachelor's degree or equivalent combination of education and experience
- Previous experience in a senior administrative position; previous experience working with a nonprofit executive or a strong understanding of fundraising is preferred
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks
- Experience working cross-culturally, preferably with other like-minded international NGOs
- Excellent writing, speaking and executive communications skills
- Able to travel up to 30% for work purposes

## HOW TO APPLY

Send a resume and cover letter to [jobs@OneWorldHealth.com](mailto:jobs@OneWorldHealth.com), sharing about your interest and vision for this work.

*OneWorld health provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*