



POSITION: Executive Assistant
REPORTS TO: CEO
FTE: 1.0 FTE
FLSA STATUS: Non-Exempt
SALARY: \$55,000 - \$70,000
START DATE: ASAP
LOCATION: National: Remote.

ORGANIZATIONAL DESCRIPTION

The National Health Care for the Homeless Council (the Council) is the premier national organization working at the nexus of homelessness and health care. Since 1986, we have brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. Our Organizational Members include Health Care for the Homeless health centers, respite programs, and housing and social service organizations across the country. Additional information is available at www.nhchc.org.

Grounded in human rights and social justice, the Council's mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. The Council is guided by the principles of Justice, Equity, Diversity, and Inclusion (JEDI) in its internal and external work of dismantling racism and identity-based oppression as part of meaningful efforts to end homelessness and become a trauma-informed, anti-racist agency.

JOB SUMMARY

The Executive Assistant's primary responsibility will be assisting the CEO to perform administrative duties and liaising with the Board of Directors. The job requires excellent organizational skills to help keep the CEO organized, the ability to maintain strict confidences, and superior interpersonal skills to interact with staff, people with lived experience of homelessness, providers, and Board members. The person in this role will bring a proactive approach that anticipates needs, sees problems early and takes steps to address these on behalf of the CEO and Board.

JOB RESPONSIBILITIES

- a. Assist CEO in prioritizing and keeping track of tasks, deadlines, and deliverables.
- b. Coordinate executive communications, including taking calls, monitoring, screening and responding to CEO's emails and calls.
- c. Prepare internal and external corporate documents for the Council as needed.
- d. Schedule CEO's meetings and appointments and manage travel itineraries and expense reports.
- e. Assist in arranging and coordinating agency events.
- f. Maintain filing systems for CEO.
- g. Prepare and edit correspondence, communications, presentations and other documents.
- h. Research, collect and analyze data for reports for CEO.
- i. Record, create and/or distribute minutes of Board, leadership and all staff meetings.
- j. Manage the Board's Nominations Committee and nominations process.
- k. Serve as staff support for other Board committees, as needed.

- l. Participate and contribute to other staff meetings and workgroups, as needed.
- m. Support aspects of the Council's annual Conference, (including awards process led by the Council's various networks).
- n. Support administrative aspects of the Council's annual Leadership Summit in-person meeting.
- o. Liaise with internal staff at all levels and interact with external clients.
- p. Coordinate project-based work as needed.
- q. Review operating practices for Executive Assistant position and implement and document improvements where necessary.
- r. Other tasks as assigned.

QUALIFICATIONS:

Qualifications and Skills:

- Bachelor's degree required. Minimum 4 years' experience directly supporting senior management.
- Proficient computer skills and in-depth knowledge of MS Office Suite and the ability to become proficient with firm-specific programs and software, including those that facilitate remote work.
- Excellent written and verbal communication skills, especially proofreading and editing.
- Strong organizational, project management and problem-solving skills.
- Exceptional interpersonal skills with friendly and professional demeanor.
- Accuracy and attention to detail.
- Very well-organized.
- Good judgment and decision-making ability.
- Able to strictly maintain confidentiality.
- Able to be effective in a remote work environment.
- Ability to stay calm and be productive in an innovative, fast-paced environment with demonstrated ability to juggle multiple, competing priorities.
- Able to express the mission and values of the National Health Care for the Homeless Council through actions in their work.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Available for travel within the U.S. approximately 2-3 times a year, or more frequently, depending on location.
- Able to operate a variety of office equipment, including photocopier and personal computer.
- Must have a workspace that allows them to work remotely, including good internet connection capable of supporting internet-based video and audio for conference calls.

Comprehensive benefits package: Includes health, dental, vision, life, 401k, short and long-term disability, and paid time off.

How to Apply: Please submit a resume and cover letter to Bobby Watts, CEO at bwatts@nhhc.org. Applications without cover letters will not be considered. No phone calls, please.

Equal Opportunity Employer: We do not discriminate on the basis of race, sex, religion, sexual orientation, gender identity, or country of origin. The National HCH Council is committed to focusing on equity in all of our work, including ensuring our staff is inclusive and representative of the people we serve. People of marginalized identities and/or lived experience of homelessness are especially encouraged to apply.

Last Updated: 03/27/2024