

National Medical Fellowships
Executive Assistant to the Chief Program Officer

The Executive Assistant (EA) position is a new role at NMF that is established to serve as a resource primarily to the Chief Program Officer (CPO) and the Programs Portfolio team. The EA works closely with the CPO to manage time, project details, relationships, and efficient action.

ABOUT NMF

National Medical Fellowships (NMF), founded in 1946, is the nation's premier organization providing scholarships for medical students and healthcare professionals from groups underrepresented in medicine. NMF's vision is to empower and support aspiring physicians and health professionals underrepresented in medicine to contribute to the health of our nation. We envision a diverse healthcare workforce which will have the leadership, commitment, and cultural competency to achieve health equity. NMF's mission is to provide scholarships and support for underrepresented minority students in medicine and the health professions.

POSITION DESCRIPTION

The Executive Assistant works closely with the CPO to support growth and coordinated action across NMF Programs Portfolio team members and stakeholders. The EA assists the CPO with managing schedules and meetings; facilitates communication with staff, key partners, and funders; and creates pathways for action before, during, and following events, meetings, and additional forms of inter-personal interaction. The EA plays an important role in the modeling and communication of NMF culture, including prompt and responsive workflows.

OVERALL RESPONSIBILITIES

- Assists the CPO with calendar management.
- Schedules and co-creates agendas for meetings with program teams, executive team, prospective funders, and strategic partners.
- Drafts communications on behalf of the CPO and contributes to the effective flow of information in a timely manner.
- Maintains and/or communicate sensitive and/or confidential information in accordance with internal policies and procedures.
- Initiates, manages, and executes special projects as assigned by the CPO that contributes to the program portfolio success.
- Prepares materials for meetings and events; including packets of materials, slides, logistical details, etc. and ensures distribution to appropriate individuals in a timely manner.
- Coordinates pre-work and follow-up work for meetings and strategic activities, includes documenting key decisions, compiling data, identifying action items and accountabilities, etc.
- Schedules, coordinates, and/or sets up resources and technology (e.g., conference rooms; food; teleconferencing; video conferencing) needed for meetings/events.
- Draft minutes for assigned meetings.
- Supports travel research and reservations for the CPO and program staff and facilitating reimbursements.
- Maintain and distribute contact lists as needed (e.g., distribution; vendor; contacts; phone).
- Research and/or provide needed information to respond to requests in a timely manner.
- Organize and compile data for program reports, including preparation of infographics, charts, and tables.

- Other duties and responsibilities, not specifically described, may be defined or assigned from time to time, consistent with knowledge, skills and abilities of the incumbent by management.

QUALIFICATIONS

- Bachelor's degree.
- 3-5 years of executive assistance experience required.
- Excellent written and oral communications, including timely, accurate writing, editing and collaborative work on documents.
- Familiarity with non-profit organizations and scholarship programs
- Awareness of organization culture and program development strategies and techniques.
- Ability to approach challenges and problems and curiosity and to facilitate resolution.
- Proficiency in website, social media platforms and online application design/implementation
- Expertise with Microsoft programs including Word, Excel, Outlook, PowerPoint, Publisher, and Adobe.
- Organized, quick learner, adaptable, creative, and dedicated.
- Ability to balance, negotiate, and interact effectively with others, work independently, and juggle multiple tasks to accomplish all work in a timely manner.

WORK ENVIRONMENT

- Small, collegial, enthusiastic team that shares a strong commitment to facilitating growth of a diverse health workforce. The team is committed to increasing access to healthcare and improving health outcomes to underserved populations.
- NMF has a virtual remote working environment with team members based in New Orleans, New York, and Washington DC. However, location in the Washington DC area is preferred.

COMPENSATION AND BENEFITS

This position carries a competitive salary, commensurate with experience, and a generous benefits package, including paid time off; medical, dental and vision benefits; LTD; STD; Life Insurance; and 401K matching plan.

HOW TO APPLY

Applications should be submitted electronically to Dr. Joy L. Jones: jjones@nmfonline.org. Please include the position title in the email subject line: "POSITION: Executive Assistant, Programs Portfolio."

Applications must include:

- A one-page cover letter
- CV/resume
- Three professional references

NMF values a diverse workforce and an inclusive culture — people of color, women, individuals with disabilities, immigrants, and people from other underrepresented communities are strongly encouraged to apply for this position.

NMF does not discriminate on the basis of race, ethnicity, national origin, age, creed, religion, physical ability, gender, gender identity or expression, pregnancy, sexual orientation, previous incarceration, veteran status, union membership or activism, or any other characteristic protected by local, state, or federal law.