

Position Description

Position Title: Senior Executive Assistant to the President & CEO

Position Summary: The Senior Executive Assistant to the President & CEO (Senior Executive Assistant) is responsible for managing the complex calendar and administrative needs of the President & CEO (President) and supporting the administrative needs of the Vice President, including scheduling meetings, coordinating travel, preparing documents, handling confidential information, and acting as a primary point of contact for external and internal audiences and as a key representative of the organization. The position requires exceptional organizational skills, strong communication abilities, and the ability to work independently under pressure while maintaining discretion and confidentiality. This is a full-time exempt position as an employee of the Senior Care Pharmacy Coalition (SCPC).

Key Responsibilities

- **Calendar Management:** proactively manage the President's calendar by scheduling meetings, appointments, and events, to ensure efficient time utilization and assist in schedule management for Vice President.
- **Board Management:** Serve as lead administrative liaison to Senior Care Pharmacy Coalition (SCPC) Board of Directors with responsibility for meeting logistics, meeting material preparation and distribution, maintain detailed meeting minutes upon request, maintenance of Board rosters and retention of meeting minutes.
- **Political Action Management:** serve as lead administrative liaison to SCPC PAC Board, assist President in scheduling, coordinating, and tracking SCPC-sponsored political events, President's individual political contributions, and SCPC PAC activities.
- **Travel Arrangements:** organize and coordinate travel for the President and Vice-President, including booking flights, accommodations, and ground transportation.
- **Document Preparation:** prepare and review presentations, reports, memos, and other documents as needed, often requiring detailed editing and formatting.
- **Meeting Coordination:** prepare meeting materials, take detailed minutes as requested, and follow up on action items.
- **Relationship Building:** establish and maintain positive relationships with key contacts.
- **General Administrative Tasks:** perform ongoing administrative tasks to assure consistency and efficiency in handling back-office functions and minimize President's and Vice-President's time addressing these matters, which may include but are not limited to:
 - Maintaining current and accurate Outlook contact lists of members of the Board, as well as various committees, task forces, and work groups
 - Drafting President's and Vice President's monthly expense reimbursement request
 - Proofing/formatting/submitting SCPC comment letters and other correspondence
 - Supplying information for quarterly lobbying reports
 - Providing administrative support for the Annual Business Partners Summit
 - Downloading/forwarding various monthly insurance invoices to accountant

- Working with health insurance broker to provide President with accurate information necessary to make timely policy renewal decisions
- Promptly responding to Board member, SCPC member, consultant, and other constituent's questions
- Other administrative tasks as President or Vice-President may assign

Required Skills

- **Excellent Organizational Skills:** ability to manage multiple priorities, deadlines, and complex schedules with meticulous attention to detail.
- **Excellent Interpersonal Communication Skills:** strong verbal communication abilities, ability to create and sustain relationships with a variety of constituencies.
- **Excellent Written Communication Skills:** ability to draft and proofread written communications with emphasis on content, clarity, accuracy, and grammatical correctness.
- **Excellent Time Management Skills:** ability to skillfully prioritize tasks and manage time effectively to meet demanding deadlines.
- **Adaptability:** must adjust quickly to changing priorities and unexpected situations.
- **Discretion and Confidentiality:** ability to handle sensitive information with utmost discretion. Confidentiality is essential to the position.
- **Proficiency in Microsoft Office Suite and Related Software:** advanced knowledge of Word, Excel, PowerPoint, Outlook, Zoom and related software to efficiently manage administrative tasks.

Education and Experience

- Bachelor's degree
- Minimum 8 years' experience in executive administrative support position
- Experience working independently with limited supervision
- Experience working remotely preferred
- Excellent time management skills (ability to self-prioritize work and pivot when required)

Compensation

Compensation package, including salary, bonus potential, and employee benefits, commensurate with experience and Washington, D.C., market conditions.

Availability

SCPC intends to fill this position no later than March 1, 2025.

Contact

Please send resumes to careers@seniorcarepharmacies.org

The Senior Care Pharmacy Coalition complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.