



## **Executive Assistant to the CEO Position Description**

**Location:** Virtual

**Category:** Full-time

**Field:** Non-profit; mission-driven organization

**Reports to:** Chief Executive Officer

The **Executive Assistant to the CEO** is responsible for providing comprehensive support to the CEO and Executive Team. This dynamic position requires anticipating needs, thinking critically, and offering solutions to problems with a high level of professionalism and confidentiality. This role will include frequent communication and interaction with senior-level medical and corporate personnel, Board of Directors to assist with Foundation objectives.

### **About Cholangiocarcinoma Foundation**

Cholangiocarcinoma Foundation's (CCF) mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma (bile duct cancer). Founded in 2006, in Salt Lake City, UT, by a family who lost a loved one to cholangiocarcinoma, CCF has become a leading global resource in patient support, education, advocacy, and funding basic, clinical, and translational research. The organization's core values are patients first, collaboration, innovation, and urgency. The organization is virtual, with team members in several states.

### **RESPONSIBILITIES**

- Provide sophisticated calendar management for the CEO.
  - Prioritize inquiries and requests while troubleshooting conflicts
  - Make judgments and recommendations to ensure smooth day-to-day engagements
- Comprehensive Meeting Management
  - Schedule teleconferences and videoconferences and coordinates schedules with meeting participants
  - Prepare and distributes notes, agendas, and minutes for meetings and teleconferences
  - Prepare and coordinates meeting materials, presentations, and audio/visual materials
- Coordinate all travel for the CEO
  - Manage all travel arrangements
  - Create detailed itineraries
  - Complete expense and mileage reports

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- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including:
  - Assist with special projects
  - Design and produce complex documents, reports, and presentations
  - Collect and prepare information for meetings with staff and outside parties
  - Compose and prepare correspondence
  - Maintain contact lists
  - Update database with contact information/meetings results – moves management, etc. (in cooperation with Development)
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO
  - Includes those of a highly confidential or critical nature
  - Prioritize and determine the appropriate course of action, referral, or response, exercising judgment to reflect the CEO's style and organizational policy
- Keep CEO informed of upcoming commitments and responsibilities, following up appropriately
  - Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated
  - Anticipate CEO's needs in advance of meetings, conferences, presentations, etc.
- Provide a bridge for smooth communication between the CEO and staff by being a gatekeeper.
  - Demonstrate leadership by maintaining credibility, trust, and support with the Executive Team
  - Assign projects to appropriate staff, including the Executive Team, on behalf of the CEO and follow up to provide regular updates to the CEO
- Coordinate travel to meetings and conferences for all CCF staff, board members, and event participants (This person will coordinate with Myria on travel – correct?)
- Manage arrangements and participation for CCF staff at external conferences (I'm thinking Myria should keep doing this)
  - Maintain conference projects in ASANA
  - Manage registration, exhibit booths, and deadlines relating to conference participation
- Other duties as assigned

## **SKILLS AND QUALIFICATIONS**

- Strong ability to execute work in a timely manner.
- Significant executive support experience, including supporting C-level executives

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- Expert proficiency with Microsoft Office
- Proficient in the design and creation of presentations in PowerPoint
- Strong verbal and written communication skills
- Exceptional organizational skills and impeccable attention to detail
- A high degree of professionalism in dealing with diverse groups of people, including Board members, senior-level executives, medical and scientific executives, staff, community leaders, donors, and funded partners
- Make appropriate, informed decisions regarding priorities and available time
- Ability to complete a high volume of tasks and projects with little or no guidance, problem solver
- Ability to react maturely with appropriate levels of urgency to situations and events that require quick response or turnaround
- Maintain a high level of integrity and discretion in handling confidential information
- Proactive, quick thinking, high-energy individual
- Excellent judgment is essential
- Ability to switch gears at a moment's notice
- Ability to work virtually - this is a full-time, work-from-home position
- Knowledge of ASANA or other project planning tools required

#### **OTHER REQUIREMENTS**

- Works cooperatively in a team setting with a 'can do' attitude
- Flexibility, adaptability, and openness to change
- Background check

#### **Compensation:**

Salary Range: \$50,000 - \$58,000

Benefits: Health Insurance (Medical, Dental, Vision), Life Insurance, Disability Insurance, PTO, and 401(k)

#### **Location:**

The Foundation is a virtual organization. Candidates must reside in the United States and be authorized to work in the United States. The selected candidate will be required to travel as needed.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice. Nothing in this*

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*job description alters an employee's at-will status and is meant only as a guide, not a contract of employment.*

*The Cholangiocarcinoma Foundation's policy provides equal opportunities without regard to race, color, religion, age, gender, sex, national origin, disability, veteran status, or any other characteristic protected by law.*

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