



Executive Assistant to the COO Position Description

Location: Virtual

Category: Full-time

Field: Non-profit; mission-driven organization

Reports to: VP and Chief Operating Officer

The **Executive Assistant to the COO** will provide comprehensive support to the VP & Chief Operating Officer. This dynamic position requires anticipating needs, thinking critically, and offering solutions to problems with high professionalism and confidentiality. The Executive Assistant to the COO must be able to work in a fast-paced environment and have expert proficiency in technology. This position is responsible for operational support and coordinating administrative activities, including human resources, compliance, reporting, and assisting in planning the CCF Annual Conference. This role will include frequent communication and interaction with senior-level personnel and the 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

- Administrative Support
 - Provide complex calendar & meeting management for the COO
 - Prioritize inquiries and requests while troubleshooting conflicts
 - Make judgments and recommendations to ensure smooth day-to-day engagements
 - Coordinate meetings across multiple time zones
 - Coordinate with internal and external stakeholders
 - Schedule teleconferences and videoconferences and coordinate schedules with meeting participants
 - Prepare and coordinate meeting materials, presentations, and audio/visual materials
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 - Complete a wide variety of administrative tasks that support the COO, 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

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- Operational Support
 - Track COO's tasks and projects to ensure appropriate prioritization of projects with respect to deadlines and organizational developments
 - Prepare and distribute agendas, minutes, notes, and action items for weekly, monthly, and annual staff meetings
 - Assist in the development of operational policies and procedures
 - Coordinate with the Security and IT consultant to ensure that all activities are being conducted
 - Ensure consistent and efficient interaction with other executive assistants across the organization; demonstrate poise and tact under pressure and handle matters with sound judgment and confidentiality
 - Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the COO
 - 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 COO's style and organizational policy
 - Provide a bridge for smooth communication between the COO and staff by being a gatekeeper
 - Demonstrate leadership by maintaining credibility, trust, and support with the Executive Team and staff
 - Assign projects to appropriate staff on behalf of the COO and follow up to provide regular updates to the CEO
 - Conduct preliminary research on a variety of topics; draft materials as needed
- Human Resource Support
 - Manage the process for hiring new employees
 - Review all candidates before providing the hiring packages to the COO
 - Schedule onboarding of new employees, to include coordination with all parties that conduct onboard activities
 - Coordinate offboarding activities for those employees leaving CCF
 - Participate in and support other general HR activities
- Annual Conference Planning & Support
 - Under the direction of the COO, oversee the planning of the CCF Annual Conference
 - Liaise with Event Management Company- Direct contact with the event management firm regarding all details regarding the conference
 - Assist the COO with conference logistics and management
 - Coordinate with Conference Chairs and other stakeholders on conference planning, agenda creation, speaker coordination & management
 - Reporting - Create and manage status and post-event reports
 - Budget - Assist in the development and management of the conference budget
- Perform other projects as needed by the COO

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SKILLS AND QUALIFICATIONS

- Bachelor's Degree or equivalent years of experience
- Significant executive support experience, including supporting C-level executives
- Expert proficiency with technology and applications, including Microsoft Office and Google Suite
- Knowledge of Asana or other project planning tools required
- Event planning experience
- 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 professionals, staff, community leaders, donors, and funded partners
- Ability to 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 prioritize, follow through, and meet deadlines on varied and multi-faceted projects
- A proactive person who actively seeks opportunities and proposes solutions
- Works cooperatively in a team setting with a 'can do' attitude
- Flexibility, adaptability, and open to change
- Ability to work virtually - this is a full-time, work-from-home position. Experience working in a virtual environment is preferred
- Successful completion of a background check

Compensation:

Salary Range: \$50,000 - \$62,000

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

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.

To apply, send your resume, cover letter (INCLUDE POSITION NAME), and salary requirements to HR@cholangiocarcinoma.org. All applicants MUST submit a cover letter, resume, and salary requirements to be considered.

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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 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.