Executive Assistant to the CEO & COO

About Seed Global Health
Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia. To ensure that these changes are durable, we form deep local partnerships that inform our work at both the individual and systems levels. Together, we are creating a multi-generational impact to not only treat today’s problems, but solve for tomorrows.

Position Summary
The Executive Assistant to the Chief Executive Officer (CEO) and the Chief Operating Officer (COO) contributes their energy, passion, and skills to supporting Seed’s Executive Leadership Team in a fast-paced environment during a time of rapid growth. The Executive Assistant (EA) will primarily support the CEO in their day-to-day schedule and workflow, complex calendar management across multiple time zones and priorities, coordinating logistics for both domestic and international travel, and manages special projects related to the organizational needs and priorities as requested by leadership. In their capacity as EA, they will also provide administrative support to the CEO’s related affiliations outside of Seed to ensure seamless integration of activities and time management to optimize the CEO’s engagement and focus. The EA will also provide some targeted support to the COO as needed, ensuring full integration with all C-suite activities.

This full-time position reports to the Chief of Staff and works directly with the CEO, COO, and all domestic and international team members.

For more information, please visit www.seedglobalhealth.org
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Duties and Responsibilities

Calendar Management
- Manage the CEO’s full calendar and COO’s internal calendar to effectively leverage their time against organizational goals;
- Coordinate and help prioritize internal and external meetings, calls, events, and travel, ensuring relevant teams and/or partners are aware or included;
- Assist with coordination and logistics of CEO’s affiliated roles and responsibilities;
- Work with Chief of Staff to review calendars, address any areas of concern, and problem solve together.

Logistics Management
- Attend meetings and calls as needed to ensure proper record of meeting takes place;
- Book domestic and international travel and accommodations, handling all logistics for travel and provided detailed itineraries;
- Adjust travel, meetings, and logistics as needed with a constantly changing schedule across time zones;
- Consolidate and submit monthly travel expenses for both CEO and COO;
- Coordinate with various team members to ensure CEO and COO are adequately briefed, whether that be formal or verbal. Ensure media, event, and background briefings are completed with ample time to allow for them to be reviewed and digested;
- Work closely with the Chief of Staff to talk through upcoming events, travel, and meetings to align calendars and ensure adequate briefing and focus time;
- Serve as point person and on-site event contact when necessary;
- On-call availability to support the CEO as needed;
- Other logistics as needed.

Special Projects Management
- Update CEO’s CV at least quarterly to reflect current publications, media, and events;
- Track, manage, and report on all expenses around the executive budget;
- Field all internal and external requests both to/from the CEO;
- Maintain accurate records of interactions with the CEO’s key contacts;
- Draft emails or formal communications from the CEO, including all follow ups after meetings;
- Other responsibilities as needed.

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Qualifications

- 3-5 years relevant experience working in a C-Suite environment
- Passion and commitment to Seed’s mission
- Strong sense of accountability, personal initiative, and responsibility
- Excellent organizational skills and attention to detail
- Excellent writing skills
- Excellent interpersonal skills, including flexibility and a sense of humor
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds
- Ability to think quickly and work collaboratively in a fast-paced work environment
- Experience with Apple, Google Suite, and Microsoft 365 products, apps, and services

Working Conditions

- Hybrid working environment according to office policy;
- Preferred to be based in Boston, MA, as this position will be working closely with the CEO, but open to other regions based on fit;
- Will be expected to travel occasionally.

Compensation

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, retirement. Generous vacation time, sick time, birthday day off, annual pay increase, and professional development benefits.

Seed is an equal opportunity employer that prohibits discrimination and harassment of any type, including without limitation on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, and local law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.