



SCDAA Executive Administrative Assistant Position Announcement

Summary

The Sickle Cell Disease Association of America (SCDAA) is seeking a highly skilled, mission focused, enthusiastic, and committed individual for the role of the Executive Administrative Assistant to the President/CEO. The Executive Administrative Assistant supports organizational excellence by creating, implementing, and sustaining systems that accelerate the mission driven efforts of SCDAA. This position ensures prompt communication to Board members, stakeholders, patients, partners, donors, and advocates and adds efficiency and capacity to further the mission of SCDAA. This position is currently remote but will transition back to in-person in the future.

Job Responsibilities

- Serve as primary point of contact between the President and CEO and internal/external staff, partners, and stakeholders
- Prepare correspondence and presentation materials using Office365, Word and other Microsoft products
- Answer telephone, screen all calls and forward to appropriate staff, and handle requests, queries, and feedback professionally and in a timely manner
- Maintain the President's calendar. Schedule conference calls, meetings, and appointments; make travel arrangements
- Develop, schedule, and maintain a central corporate calendar of all conferences, staff meetings, holidays, and vacations
- Develop, carryout and maintain an efficient documentation and filing system for both paper and electronic records
- Implement and maintain standard operating procedures and office administrative systems
- Interact with a variety of constituents including patients, advocates, donors, Board members, member organizations, and pharmaceutical industry leaders
- Produce professional-quality reports, presentations, and briefs
- Sort, scan, and prioritize mail, including donations and checks. Ensure all mail and/or deliveries are handled daily in a timely manner
- Handle confidential information maturely and with utmost discretion
- Be able to work independently, as well as collaboratively with other team members
- Assist with special projects and organize company events and meetings
- Order and manage office supplies and the maintenance schedules of office equipment, etc.
- Serve as the primary contact for all vendors
- Assist with company sponsored events (i.e., National Walk, Convention)

Meeting Management

- Schedule and manage Board of Directors and Medical Advisory meetings and any meetings convened by the President/CEO
- Coordinate conference calls and/or virtual meetings; secure meeting minutes
 - Organize Board communication, including but not limited to memos, meeting materials, and presentations



- Support the planning, execution, and follow-up from the annual Board of Directors retreat

Stakeholder Engagement & Communications

- Draft and copy-edit letters to various stakeholder groups

Qualifications_

- 3-5+ years' experience as an Executive Assistant supporting a Senior Executive Proficient working in a fast-paced environment, either in-person or virtual
- Bachelor's degree
- Full knowledge of Office 365 products; Adobe Professional Software; and Microsoft Office programs, spreadsheets, databases, and presentation software (i.e., Zoom and Teams)
- Able to work independently, meet deadlines, and follow-through on daily tasks and projects
- Strong oral and written communications skills and the ability to interact with all levels of management
- Excellent organizational, decision-making, and prioritizing ability
- Must be detail-oriented and strive for excellence daily
- Experience working in a non-profit organization preferred
- Must be a team-oriented, collaborative, enthusiastic individual
- Ability to stay calm and on-task in high stress, deadline driven situations

**Salary commensurate with experience plus excellent benefits.

Interested individuals should forward their resume and cover letter to Info@sicklecelldisease.org and put "EA Submission" in the subject line. Deadline for submission is March 21, 2022.