

POSITION DETAILS			
Position Title:	Executive Assistant to the President	Office Location:	Watertown, MA
Supervisor Name:	Click here to enter text.	Supervisor Title:	Click here to enter text.
New or Replacement:	New	Replacement for:	Click here to enter text.
Full or Part-Time:	Full-time	Project End Date:	Click here to enter text.
Candidate Identified:	Click here to enter text.	Date Posted:	Click here to enter text.
JOB DESCRIPTION			
Pathfinder Overview			
<p>Pathfinder International is a global leader in sexual and reproductive health. We place reproductive health care at the center of all that we do—believing that it is not only a fundamental human right, but is critical for expanding life opportunities for women, families, communities, and nations, and paving the way for transformations in environmental stewardship, decreases in population pressures, and innovations in poverty reduction. Pathfinder provides women, men, and adolescents with a range of quality health services—from contraception and maternal care to HIV prevention and AIDS care and treatment. Pathfinder strives to strengthen access to family planning, ensure availability of safe abortion services and post-abortion care, advocate for sound reproductive health policies, and, through all of our work, improve the rights and lives of the people we serve.</p>			
Department Overview			
Position Purpose			
<p>Provides a range of administrative support services to the President of Pathfinder International to promote efficient delivery of services and, where applicable, effective management of the office of the President. She/he maintains high standards of professionalism, efficiency, personal communication, discretion and independent judgment. In working with internal and external contacts, she/he deals with a wide range of highly sensitive issues under tight deadlines/pressures.</p>			
Key Responsibilities			
<ul style="list-style-type: none"> Responsible for scheduling and managing the President’s calendar including prioritizing and resolving related conflicts and competing demands, proactively scheduling important meetings with internal and external individuals and maintaining an organized office. Provides support in arranging meetings including preparation of speaking notes and/or briefing notes. Assists with background research and drafting of technical papers and reports, and other materials. Contributes to the excellent reputation of the President’s office through professional, friendly and respectful interactions internally and externally. Proofreads, answers and composes routine and complex correspondence both hand written and electronic, including donor communications and other partner related materials; prepares selective summaries and any follow-up actions for the President. Organizes and coordinates international/domestic travel and related requirements to include: travel authorizations, flight tickets, hotel bookings, visas, airport transfers, expense reports. Ensures that all travel arrangements are in compliance with USAID regulations and Pathfinder procedures. Supports and coordinates all Board activities including travel arrangements, dinners and transportation as needed. 			

- Coordinates, plans and organizes small to large scale conferences/meetings. Sets up systems for registration and payments, scheduling of presentations, hotel accommodations, travel assistance and local transportation.
- Performs general clerical duties to include but not limited to; transcribing dictation, scanning, copying, faxing and data entry. Opens and distributes mail; forwards correspondence to appropriate staff for action.
- Completes various forms, including: purchase requisitions, shipping requests, travel expense reports, requests for payment, consultancy agreements, etc.
- Supports the President in his/her membership on outside Boards and maintains memberships.
- Creates and maintains filing systems.
- Undertakes special assignments/projects on a wide variety of issues as requested by the President.
- Performs other duties as required and/or assigned.

Basic Requirements

- College degree in business management or related field, or training in secretarial skills, office management and/or administrative studies.
- A minimum of 3-5 years experience working in an independent administrative position.
- Experience organizing meetings, workshops and training courses, preparing and monitoring budgets, assisting with travel and hotel accommodations and providing office operations support.
- Ability to understand and interpret policies and procedures as well as apply them with consistency.
- Strong organizational skills including the ability to manage calendars and effectively maintain records and files.
- Ability to build and maintain professional, friendly, and communicative relationships with Pathfinder's Board of Directors, staff, and representatives of outside organizations.
- Demonstrated ability to work effectively in a complex and fast-paced environment.
- Outstanding interpersonal skills with excellent ability to communicate verbally and in writing.
- Ability to work independently as well as part of a team.
- Ability to prioritize tasks, multi-task and meet deadlines with attention to detail and quality.
- Ability to exercise sound and timely judgment and maintain confidentiality of sensitive information.
- Proficiency in grammar, spelling and proofreading.
- Working knowledge of telephone systems and standard office equipment such as fax machines and photocopiers.
- Strong computer skills including proficiency in Microsoft Office programs; Word, Excel, PowerPoint and Outlook.

Preferred Qualifications

- Ability to take short hand preferred.
- Additional foreign language skills, particularly in French, Spanish and/or Portuguese, a plus.
- Demonstrated interest in family planning and women's issues.

Pathfinder International is proud to be an Affirmative Action / Equal Opportunity Employer.