

POSITION DETAILS			
Position Title:	Special Assistant to the President	Office Location:	Watertown, MA
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>This position requires a full understanding of the breadth and scope of Pathfinder International’s programmatic work. Provides a full range of support to the president of Pathfinder to promote efficient delivery of services and, where applicable, effective management of the office of the President. Conserves President’s time and promotes the organization’s image by representing the president internally and externally as needed; provides liaison between the President, key executives, employees and field offices. Maintains high standards of professionalism, customer service, efficiency, operational excellence and independent judgment and discretion. In working closely 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"> • Works closely with the President and Sr. Vice President when necessary, to organize and coordinate major meetings, such as senior staff meetings, including the preparation of agenda, coordination of logistics, writing and posting minutes, liaising with Executive Team members in the development of agenda items. • Responsible for follow-up and meeting deadlines on assigned activities including Board of Trustee meetings and committee meetings, senior staff meetings, donor related work and outside meetings and committee work. • Under the direction of the President, drafts speeches and/or talking points for speaking engagements, major reports such as annual reports, individual and donor correspondence, program overviews and narratives. • Represents and supports the President internally and externally in meetings, committees, and phone calls when appropriate. May record, transcribe and distribute minutes and coordinates follow-up actions. • Assists with background research for drafting technical papers, reports, and other materials. Compiles and analyzes data and prepares reports as requested. • Contributes to the excellent reputation of the President’s office through professional, friendly and respectful interactions internally and externally. 			

- Handles inquiries and routine/complex responsibilities as delegated by the President, including frequent liaison between international staff and President.
- Performs tasks required to arrange Board and Board Committee meetings, prepares Board and Board committee minutes, maintains Board files and performs other administrative and or/secretarial duties for the Board and its Committees 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.
- Closely partners with other Administrators in overall office coordination and may supervise or coach more junior level assistants.
- Independently manages and completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
- Performs general clerical duties when needed to include but not limited to; scanning, filing, copying, faxing and data entry. Opens and distributes mail; forwards correspondence to appropriate personnel for action.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Performs other duties as assigned.

Basic Requirements

- Bachelor's degree (or comparable years of experience) in business management, public health or any field relevant to the mission of PFI with experience in administration.
- 6-8 years experience working in an independent non-profit; overseas experience desired.
- Experience organizing workshops and training courses, preparing and monitoring budgets, 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 effectively maintain records and files, is flexible and enjoys the administrative challenges of supporting an office of diverse people and programs.
- Demonstrated ability to work as an effective team member in a complex and fast paced environment and to work across different teams.
- Outstanding interpersonal and customer service skills with the ability to communicate effectively both orally and in writing with culturally diverse internal and/or external contacts.
- Ability to work independently with little or no supervision.
- Effective at being proactive and staying one step ahead of the President.
- Strong problem-solving skills.
- 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 standard office equipment such as fax machines and photocopiers.
- Strong computer skills including proficiency in Microsoft Office; Word, Excel, PowerPoint and Outlook.

Preferred Qualifications

- Master's degree in business management, public health or related field.
- Experience working in the public health sector and familiarity with USAID systems and regulations preferred.
- Additional foreign language skills, particularly in French, Spanish and/or Portuguese, a plus.

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