



## Position Description

### **Title: Executive Assistant**

**Reports to:** COO/CIO

**FLSA Status:** Non-Exempt, Full Time

**Supervisory Responsibility:** N/A

### **POSITION SUMMARY:**

The Executive Assistant works closely with C-Level Executives and Executive Directors to provide high-level executive administrative support as well as administrative functions, including scheduling meetings, creating meeting minutes and deliverables, planning events, and coordinating travel. This role requires daily communication, administrative coordination, and meeting facilitation among Sequoia leadership, external contractors, Subject Matters Experts (SMEs), and industry stakeholders composed of senior health IT influencers from across the nation, who contribute to progress in interoperability. This role requires advanced and demonstrated skills with the MS Office Suite, including MS Teams, Outlook, PowerPoint, Word, Excel, and SharePoint.

This position is remote.

### Who is The Sequoia Project?

The Sequoia Project is a non-profit with a public service mission to advance the ability of health IT systems to interoperate for the improvement of patient care, and the reduction of costs in the health care system.

### **ESSENTIAL FUNCTIONS:**

- Independently facilitate and provide support to committees, leadership, and working groups, in close cooperation with executives, staff, and external contractors
- Attend all Board, Coordinating Committee, Advisory Committee, Steering Committee, and other related calls and draft meeting minutes
- Schedule large meetings and manage calendars for C-Level Executives and Executive Directors
- Create reports, slide decks, and other such materials for meetings and presentations
- Coordinate with various stakeholders to schedule meetings for the CEO, Board, committees, and for other projects
- Support monthly communication calls and other informational sessions
- Manage and maintain schedules and make travel arrangements for the C-Level Executives and Executive Directors, as required
- Prepare agendas and arrange for committee, Board, and other meetings
- Perform general office duties as needed, such as ordering supplies, maintaining records management systems, and performing other relevant administrative work
- Other duties and special projects as assigned



## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong organizational and customer relationship management skills
- Ability to work in a highly dynamic, team-oriented environment, with strong interpersonal skills
- Excellent oral and written communication skills, with ability to communicate clearly with all levels of the organization
- Strong problem-solving skills
- Exceptional attention to detail
- Knowledge of the health information technology (HIT) industry desired
- Advanced skills in and knowledge of MS365, Outlook, PowerPoint, SharePoint, Teams and Excel
- Able to work independently after general direction is provided
- Knowledge of Salesforce or other CRM

## **EDUCATION, TRAINING AND EXPERIENCE:**

- Bachelor's degree or equivalent experience
- Minimum 5 years of work experience in an executive administration role
- Advanced proficiency in MS Outlook, Teams, Word, Excel, PowerPoint, and SharePoint
- Experience with Salesforce or other CRM
- Ability to manage multiple priorities and multiple schedules for C-level executives

## **PHYSICAL AND MENTAL REQUIREMENTS:**

- Ability to work on a computer for extended periods of time
- Ability to stand or sit for extended periods of time
- Ability to lift 15 to 20 lbs.