



# Partners In Health

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**Title:** PIH Executive Assistant  
**Reports To:** Senior Manager  
**Location:** Boston, MA

## **Organizational Profile**

Partners In Health is a non-profit corporation based in Boston, Massachusetts, whose mission is to provide a preferential option for the poor in health care. Through service delivery, training, research, and advocacy, PIH works globally to bring the benefits of modern science to those in most in need, and to serve as an antidote to despair. PIH currently has programs in Haiti, Peru, Guatemala, Mexico, Russia, Rwanda, and Boston.

## **Overall Responsibilities:**

The Executive Assistant is an integral member of the Program team. This individual's primary responsibilities include schedule and travel coordination; document, spreadsheet, and presentation preparation; financial tracking; and communications assistance.

## **Specific Responsibilities:**

### **I. Schedule and Travel Coordination**

1. Manage the calendar and plan schedules to optimize the time of senior managers at PIH. Schedule all meetings, appointments, conferences, and speaking obligations..
2. Remain in close contact via email or phone. Brief these managers, and provide relevant documents, prior to meetings. Help them manage and be productive in daily schedules.
3. Act as a liaison to other senior PIH managers and PIH professionals employed by the Brigham and Women's Hospital's Division of Social Medicine and Health Inequalities and to Harvard Medical School's Program in Infectious Disease and Social Change. Keep essential staff informed of related details.
4. Arrange flights, hotel accommodations, visas, ground transportation and other travel provisions. Personally ensure that all flights, upgrades and seat assignments are confirmed. Create and maintain packets for travel including tickets, travel documents, itineraries, money, and other pertinent materials.

### **II. Preparation of Documents**

1. Prepare and edit correspondence, reports, and other documents.
2. Prepare and edit all materials for these managers' meetings, conferences, and speaking obligations. Disseminate related information to appropriate individuals.

Prepare information packets for PIH Audit and Investment Committee meetings and other planning meetings, and help track assignments and deliverables.

### **III. Financial Tracking**

1. Prepare and submit travel reports and track expenditures on other professional activities. Organize and maintain financial documentation for all expenditures.

### **IV. Communications Assistance**

1. Courteously and professionally represents the Senior Manager, and Partners In Health when necessary – greet visitors, answer telephone lines, and efficiently route calls to appropriate staff members.
2. Facilitate smooth relationships between the Senior Manager and all collaborators and inquirers. Correspond with contacts by phone, in writing, and in person. Accommodate all requests with tact and diplomacy; use creative problem-solving techniques to satisfy the requesters, as needed.
3. Manage electronic communications for the Senior Manager. Review and respond, as needed, to incoming mail, email, phone, and fax communications. Organize and maintain all electronic and hard copy files for these managers.

### **V. Other**

1. Perform other related tasks as assigned.

### **Qualifications:**

1. Bachelor's Degree required; background/interest in social science, area studies or public health preferred.
2. Two or more years experience in an Executive Assistant role.
3. Ability to work independently and take initiative.
4. Strong writing, communication and organizational skills.
5. Demonstrated competence to assess priorities and manage a variety of activities in a time-sensitive environment and to meet deadlines with attention to detail and quality.
6. Demonstrated ability to work as an effective team member in a complex and fast-paced environment.
7. Computer skills in word processing, database and spreadsheet programs (Microsoft Office applications preferred).
8. Excellent interpersonal skills required. Ability to interact professionally with culturally diverse staff, clients, and consultants preferred.
9. Demonstrated maturity and judgment.
10. Interest in social justice and health care issues.

***Interested candidates should submit a cover letter and resume to [hr@pih.org](mailto:hr@pih.org).***