



## **Job Posting: Executive Administrative Assistant**

**Job Description:** The Progeria Research Foundation is a busy, growing non-profit organization located in Peabody, MA that seeks a full-time, highly motivated, organized administrative assistant.

The Progeria Research Foundation (PRF) is the only organization in the world dedicated to discovering treatments and cure for Progeria and its aging-related disorders, including heart disease, through medical research, outreach and education. Progeria is a rare, fatal “rapid-aging” disease that afflicts children worldwide who, without treatment, die at an average age of 14.5 years. Please visit our website to learn more about Progeria and PRF at [www.progeriaresearch.org](http://www.progeriaresearch.org). Be part of our exciting mission to find the cure for these inspiring children!

The successful candidate must be energetic and enjoy working within a small environment that is mission-driven and result-driven. The ideal candidate must be able to independently multi-task effectively, have excellent verbal and written communication skills, the ability to exercise good judgment in a variety of situations, have strong administrative, project management and organizational skills, and maintain a balance among multiple priorities.

This role specifically includes, but is not limited to, the following responsibilities:

- Provide high level administrative support to Executive Director (ED), Chief Business Officer (CBO) and General Counsel (GC)
- Calendar management including scheduling and coordinating meetings
- Prepare and edit communications, such as memos, emails, reports and other correspondence
- Conduct research in a timely manner as directed
- Responsible for the production of hard copy packets and on-line submissions for grant proposals
- Arrange travel plans for ED, CBO and GC
- Administrative lead for the bi-annual International Scientific Conference
- Provide backup support to Office Manager
- Provide assistance to colleagues and contribute to team effort through other tasks as needed

### **Qualifications:**

- Five years’ experience providing administrative support at an executive level
- Excellent verbal and communication skills
- Project management experience
- Proficient in appropriate software including but not limited to: Microsoft Office Suite, Adobe, and video conferencing software
- Associate or Bachelor’s degree preferred

Compensation: \$50,000 to \$53,000 per year. Forward resume and cover letter to [admin@progeriaresearch.org](mailto:admin@progeriaresearch.org).