

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 part-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. 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
- Proficient in appropriate software including but not limited to: Microsoft Office Suite, Adobe, and video conferencing software
- Associate or Bachelor’s degree preferred

Compensation: \$22-\$25/hr. Forward resume and cover letter to admin@progeriaresearch.org.