



Office Manager / Executive Assistant

The Progeria Research Foundation is a busy, growing non-profit organization located in Peabody, MA that seeks a full-time, highly motivated, organized Office Manager and Executive Administrative Assistant.

The Progeria Research Foundation (PRF) is the only organization in the world dedicated to discovering treatments and cure for Progeria, 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. PRF has been the driving force behind every scientific milestone, including the Progeria gene discovery and the first-ever Progeria drug treatment. 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 results-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 administrative support to Executive Director (ED)
- 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
- Arrange travel for ED
- Responsible for efficient office operations, including monitoring and maintaining office supplies inventory; office maintenance and coordinating phone coverage
- Manage and maintain office calendar, tracking staff meetings, and employee work schedules
- Serve as the first point of contact for all outside calls and inquiries
- Coordinate logistics and assist with distribution of materials for quarterly meetings of Board of Directors, Development Committee, Finance Committee and Public Awareness Committee
- Coordinate bi-weekly staff meetings
- Design and implement filing systems and ensure filing systems are maintained and current
- Manage and coordinate volunteers for mailings and other office projects
- Responsible for picking up mail from the post office, opening, sorting, and distributing incoming correspondence, as well as managing and preparing all outgoing mail
- 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 (Word, Outlook, Excel, PowerPoint, Adobe), and video conferencing software (Zoom, Teams)
- Associate or Bachelor’s degree

Salary and Benefits information available after initial screening.