

Title: Executive Assistant
Department: Operations
Reports to: Director of Operations (dotted line to CEO and CMO)
Status: Full-time
Location: Burlington, Vermont

About Vermont Oxford Network: Vermont Oxford Network (VON) is a nonprofit voluntary collaboration of health care professionals at over 1,400 hospitals and organizations worldwide, working together to ensure that every newborn infant and family achieves their fullest potential. VON member hospitals submit and use VON infant data to identify ways to improve infant care and to drive quality improvement programs. In 2024 VON was once again ranked as one of the best places to work in Vermont by VermontBiz and the Vermont Chamber of Commerce in partnership with the Society for Human Resource Management, Vermont State Council, the Vermont Department of Commerce and Community Development and Workforce Research Group. VON values innovation, creativity, and respect for every team member.

Job Summary: We are seeking a highly organized and proactive Executive Assistant to provide comprehensive administrative support to three members of our organizational Leadership Team. This role requires exceptional multitasking abilities, attention to detail, and strong communication skills to effectively manage the diverse needs of each leader. This is a new position.

Responsibilities:

- **Calendar Management:** Coordinate and manage complex schedules, including arranging and scheduling meetings, appointments, and travel itineraries
- **Communication Liaison:** Serve as the primary point of contact for internal and external communications, ensuring timely responses and maintaining professionalism
- **Administrative Support:** Handle a wide range of administrative tasks, such as drafting correspondence, preparing presentations, and managing expense reports
- **Information Management:** Organize and maintain confidential information and files, ensuring accessibility and confidentiality as required
- **Meeting Coordination:** Prepare agendas, take meeting minutes, and follow up on action items to facilitate smooth and productive meetings
- **Project Coordination:** Assist with special projects and initiatives as assigned, including research, data analysis, and coordination with various departments
- **Client and Stakeholder Relations:** Manage relationships with clients, stakeholders, and partners, providing support as needed to maintain positive interactions and ensure satisfaction
- **Other duties as assigned**

Position Requirements:

- **Education:** Bachelor's degree preferred or equivalent combination of education and experience

- **Experience:** Previous experience (minimum 1-2 years) as an executive assistant or similar role, preferably supporting multiple individuals concurrently
- **Hybrid Role:** This is a hybrid position, with the expectation that the individual hired will be expected to work in the VON offices approximately 2 days per week and will be permitted to work remotely at other times
- **Organizational Skills:** Strong organizational and time-management skills with the ability to prioritize tasks independently
- **Communication Skills:** Excellent verbal and written communication skills, with a professional demeanor in person, over the phone, and via email
- **Discretion and Confidentiality:** Ability to handle sensitive information with discretion and always maintain confidentiality
- **Adaptability:** Flexibility to adjust to changing priorities and work under pressure to meet deadlines
- **Technical Proficiency:** Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and familiarity with office equipment and software (e.g., video conferencing tools, etc.)

How to Apply: Interested candidates must submit their resume and cover letter to jobs@vtoxford.org by Friday, September 13th, 2024.

Vermont Oxford Network is an equal opportunity employer and encourages candidates from all backgrounds to apply. VON does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factors.

What is listed above is representative of the position's responsibilities but is not meant to be an exhaustive list. Responsibilities may change during employment at VON's discretion.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.