



**Title:** Executive Assistant  
**Reports to:** Co-CEO  
**Location:** Seattle  
**Status:** Full Time  
**Travel:** 20-40% - domestic and international  
**Start Date:** Jan. 1, 2018 - flexible.

Application deadline: Dec. 11, 2017 (applications will be reviewed on a rolling basis and the right applicant may be considered after the deadline)

### **Organizational Mission & Background**

PIVOT's mission is to combine accessible and comprehensive health care services with rigorous scientific research to save lives and break cycles of poverty and disease.

As one of the ten poorest countries in the world with among the most under-resourced health systems, Madagascar suffers from an unjust burden of disease. Founded in early 2014, PIVOT is a mission partner of Partners in Health and works in direct collaboration with the Madagascar Ministry of Health to enhance health care delivery at the community, health center and hospital levels. In addition to providing direct healthcare services, PIVOT engages in poverty alleviation initiatives, conducts monitoring and evaluation of health systems strengthening (HSS) activities, and supports research. The HSS efforts led by PIVOT aim to directly relieve unnecessary suffering and death among the population near Ranomafana National Park and to serve as a model for national scale up.

PIVOT's program delivery is entirely in the Ifanadiana district of Madagascar, eleven hours from the capital by car, where the project has grown to nearly two-hundred staff members across five health centers and one district hospital, functioning out of a French and Malagasy speaking office. The Madagascar staff reports to the international Senior Management Team who report to the Country Director. The Country Director reports to the Co-CEOs who travel to site multiple times a year to support operations. PIVOT does not have plans to expand outside of Ifanadiana District in the mid-term as the overall goal is to build a model health district as partner to the government that can be replicated throughout Madagascar and beyond. This year's annual operating budget is \$4 million.

### **Position Overview**

The Executive Assistant to the (newly) Seattle-based co-CEO / co-Founder will support day-to-day administrative management of the co-CEO's time and organizational responsibilities in three major departments: administration; development (fundraising); and research. This Executive Assistant position has been created to increase the effectiveness and reach of the co-CEO who also has a primary academic affiliation and commitments as such. The position will offer the right candidate a diverse and exciting administrative role in a young, effective global health organization with the opportunity to grow over time in either the realm of research or fundraising.

As a young international NGO, PIVOT has a somewhat unique structure for its US-based team. It is

important to note that this Executive Assistant will be the second Seattle-based team member, traveling with the Co-CEO (to Boston, New York, Madagascar, etc) anywhere from 20-40% of the year, while at other times anchoring operations from the new PIVOT west-coast office space (likely in a co-work space with similar small, globally oriented organizations). There are currently seven PIVOT staff in the U.S with five based out of the Partners in Health office in Boston and two Co-CEOs working remotely. The Board of Directors meets annually in New York City and fundraising efforts to date have focused on the eastern seaboard and in California.

## **Specific Responsibilities**

### *Schedule and Meeting Coordination (20%):*

- Manage the co-CEO's calendar across his diverse roles in the organization. Note that this requires coordination across multiple time zones, with the added challenge of unreliable connectivity in Madagascar.
- Liaise with other team members and meeting organizers to coordinate the co-CEO's availability for meetings and engagements.
- Communicate with meeting participants, schedule and confirm meeting spaces and conference lines.
- Ensure the co-CEO is able to connect to remote meetings and troubleshoot, as needed.
- Triage meeting and speaking engagement requests on behalf of the co-CEO.

### *Travel and Event Management (20%):*

- Work with the organizational Administrative Assistant to arrange flights, hotel accommodations, visas, ground transportation and all other travel logistics for the co-CEO, who travels 40-60% of the year.
- Liaise with event organizers to coordinate event logistics for the co-CEO, including travel arrangements, communications, and pre-meeting materials.

### *Relationship Management and Development (40%):*

- Serve as the point person for external institutions and individuals who need to contact the co-CEO.
- Serve as an active team member in growing PIVOT's presence in the Seattle global health community, including monitoring of events and networks.
- Monitor and track documents, projects and tasks, ensuring attention to time-sensitive issues and longer-term initiatives, providing succinct background information when needed.
- Prepare thorough briefings and provide relevant documents for meetings and travel when needed, including minutes.
- Prepare materials for speaking engagements.
- File properly and keep up to date all records, documents and correspondences from the co-CEO.
- Support email management, as needed and practical.
- Support to co-CEO and Boston-based development team on fundraising-specific administration including but not limited to: scheduling, prospect briefing, meeting preparation, donor stewardship, serving as logistics coordinator for West Coast-based events.

### *General Administration (20%):*

- Provide general administrative support to a small Seattle office, including stocking office supplies, sorting incoming mail, and organizing and managing a filing system for the co-CEO.
- Submit monthly expense reports and regular reimbursement requests on behalf of the co-CEO,

in coordination with the monthly financial close process.

### **Qualifications**

- Bachelor's degree required.
- At least 1-3 years of relevant professional experience supporting a high-level executive or academic.
- Proficiency in French (spoken and written) strongly preferred.
- Prior experience or engagement with global health, international development, or social justice preferred.
- Excellent organizational and administrative skills.
- Outstanding command of MS Office, particularly Excel, Word, PowerPoint.
- Enthusiasm to pitch in and take on new tasks and projects. Energetic, hard-working, can-do, problem-solver.
- Ability to work well independently as well as collaborate well with others in person and remotely.
- Strong communication and relationship building skills with the ability to negotiate and work with a variety of internal and external stakeholders with maturity and professionalism.
- Willingness to travel, at times internationally, with short notice.
- Sense of humor and flexibility are essential.

### **To Apply**

Please submit your CV and cover letter to [jobs@pivotworks.org](mailto:jobs@pivotworks.org). Please refer to the job title in the title of your email. For more information on PIVOT, please visit our website at [www.pivotworks.org](http://www.pivotworks.org).