**Executive Assistant to President and CEO – The Kennedy Forum**

***About The Kennedy Forum:***

TKF’s public policy agenda aims to ensure that all individuals have access to the treatment, services, insurance coverage that meets their needs and the supports necessary to promote prevention, recovery, and mental well-being. In addition to the incredible success, we have had in the above mentioned areas on both the state and federal levels, in October 2023, TKF launched the 90/90/90 by 2033 goal for the movement which states: 90% of individuals are screened for mental or substance use disorders, 90% receive the evidence-based services and supports they need, and 90% of those treated can manage their symptoms and achieve recovery. We also launched [The National Strategy for MH/SUD](https://national-strategy-recommendations.webflow.io/). The online tool is a cross-cutting federal policy guide encompassing 220 recommendations that is now being utilized by government, the business community, nonprofit advocates, payers, providers, and consumers to learn about and then advocate for the transformation of the United States’ mental health and substance use disorder systems of care (MH/SUD).

***About the role:***

We are looking for a growth-oriented individual who displays high level of individual responsibly and passion in their work to support the President and CEO of The Kennedy Forum.  Candidate should be a self-starter who is friendly, energetic, professional, able to plan ahead and multi-task. Candidate must be able to work well with others on a virtual team and coordinate employers activities/requests amongst team.  The Kennedy Forum is a virtual organization and CEO is in Pittsburgh. Pittsburgh preferred but national applicants accepted. Salary commensurate with experience.

***Responsibilities include:***

* Managing highly detailed and complex scheduling, booking travel, and expense reimbursements. CEO travels 2-4 times per month
* Preparing briefing materials for meetings and trips
* Understanding the important relationships and ensuring we communicate and maintain engagement with those individuals and organizations
* Developing drafts for specific correspondence
* Assist with developing systems for information flow and project management for the organization
* Organization of high-level special events and advisory board meetings including agendas, logistics management, developing briefing books, and preparation and/or revision of presentation models, and other meeting collateral
* Organizing team building opportunities and team engagements
* Manage information flow to internal and external stakeholders to ensure smooth execution of projects
* Keeping organizational CRM up to date
* Assist with special projects, as needed
* Manage an assistant
* Perform related duties as assigned

***You must demonstrate:***

* Ability to pay close attention to detail; keep and maintain accurate and detailed reports and records
* Calming influence with problem solving abilities
* Strong emotional intelligence and empathy
* Excellent multitasking skills
* Responsiveness
* Strong writing, interpersonal and communication skills
* Excellent knowledge of Microsoft Office Suite and google tools
* Comfortable working on an Apple computer
* Ability to handle confidential information
* Familiarity with project management tools

Flexibility, respect, individual responsibility, and passion are vital qualities for The Kennedy Forum. Inclusion, collaboration, and cultural sensitivity are valued competencies given our emphasis on mental health and addiction and our vast network. Therefore, we are in search of a team member who can effectively interact with a varied population of internal and external partners with a high level of integrity.

***Qualifications:***

* Associate or Bachelor’s degree – or commensurate experience
* At least 7 years’ experience as an executive assistant or similar role

***Requirements:***

* Successful background check
* Execute a non-disclosure agreement
* Occasional travel required
* Ability to work from home

***Perks:***

Employee Value Proposition - An opportunity to participate in a high growth, values driven, and superior performance culture of impactful knowledge workers dedicated to contributing to the greater good. This involves and includes stretch assignments, the ability to work within a collaborative and inclusive environment, and the acceptance of personal responsibility for the achievement of the agreed to results and outcomes of his/her/they work efforts. In short, this is a preparatory opportunity for future personal and professional advancement. Flexible, virtual working conditions. Benefits include medical, dental, vision and 401(k).

Please send a resume and cover letter to jobs@thekennedyforum.org and include “Executive Assistant” in the subject line. Include your thoughts on why this is the right role and firm for you.

The Kennedy Forum makes all hiring decisions in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service, marital status, different ability or disability, or any other factor unlawful under federal, state, or local law.

**People of color, indigenous, LGBTQ+, and individuals with lived experience of mental health and/or substance use disorders are strongly encouraged to apply.**