



## **JOB DESCRIPTION**

Executive Assistant  
Part Time 50%

Children's HeartLink is a nonprofit humanitarian organization based in Minneapolis. To save the lives of children with heart disease, we partner with organizations to train medical teams, provide education, and transform health care in underserved parts of the world. One in 100 children are born with a heart defect, and 90 percent of these children live where there is inadequate medical care. We currently support partner hospitals and programs in Brazil, China, India, Malaysia, and Vietnam.

### **Children's HeartLink Core Values**

We care about and advocate for children with heart disease, their families, caregivers, and communities. We are resourceful and creative, continuously learning, and improving.

We hold ourselves to the highest standards of quality in our work and integrity in our actions.

We are one team, collaborating to use combined skills and strengths to share ideas and solve problems.

### **I. Objective**

The Executive Assistant is responsible for providing high-level administrative support to the Children's HeartLink (CHL) President, Board of Directors, Board Committees and CHL leadership team. The position is part-time at 50%, 20 hours per week.

### **II. Supervision**

The Executive Assistant reports to the President and does not manage any permanent positions.

### **III. Responsibilities**

#### **A. Administrative Support to the President and Leadership Team**

- Provide administrative support including, but not limited to, coordinating meetings, making travel arrangements and processing financial documents such as expense reports and invoices.
- Schedule and coordinate all needs for meetings; materials, room reservations (virtual or in-person), AV equipment, catering, etc.
- Serve as point person for callers and visitors to CHL.
- Maintain general office operations including inventory and order supplies, open and sort mail, organize and inventory print materials and assist with facility needs.
- Maintain CHL Outlook mailing lists and Outlook calendar, including meetings, events and staff time.
- Develop internal and external administrative communications, correspondence and presentations.
- Provide support with donor relations database tracking.
- Assist with scientific publications in areas of manuscript submissions, research and tracking.
- Other duties as assigned by CHL President and Leadership Team.

B. Board of Director (Board) Relations

- Work closely with the President to support Board activities.
- Prepare annual calendar of Board meetings and tasks and implement activities in timely manner.
- Plan meeting logistics, prepare agendas, disseminate meeting materials and track attendance for quarterly Board and Committee meetings.
- Record meeting minutes and prepare minutes for President or Committee Chair review for Board of Directors, Executive Committee, Leadership and Governance Committee, Finance and Audit Committee, Development and Communications Committee and International Programs Committee.
- Maintain Board and Committee rosters, information sheets, contact lists and Board term documents.
- Prepare and maintain reports and other historical and biological information.
- Remain up to date on meeting and governance procedures.
- Coordinate dissemination, collection and tracking of conflict of interest forms.
- Prepare and coordinate new Board member orientation including materials, agenda and scheduling.
- Other duties related to CHL Board as assigned.

C. International Advisory Board (IAB) Support

- Plan meeting logistics, prepare agendas, and disseminate IAB materials, track attendance and prepare meeting minutes for quarterly calls.
- Coordinate and execute details related to annual meeting.
- Maintain roster of members and keep meeting minutes.
- Other duties as assigned.

**IV. General Office Responsibilities**

- A. Attend and participate in staff meetings, retreats and special sessions.
- C. Attend Children's HeartLink events as assigned by supervisor.
- D. Participate in annual performance review.
- E. Ability and willingness to become familiar with software tools.
- F. Read relevant materials to remain up to date.

**V. Required Experience and Skills**

- A. Bachelor's degree or equivalent experience.
- B. Minimum of five years executive level administrative support experience.
- C. Excellent verbal and written communication and interpersonal skills.
- D. Attention to detail and accuracy, maintaining confidentiality with donor and Board data.
- E. Stellar organizational and problem-solving skills.
- F. Advanced skills in Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- G. Ability to work with others as a team and in support of a positive work culture.
- H. Ability to deal with ambiguity and changing priorities.

**VI. Additional Information**

- A. Salary is competitive for this part-time position and offers pro-rated Paid Time Off (PTO) and pro-rated paid Holidays.

- B. Physical demands are the ability to sit for extended periods of time with the use of computer, keyboard, and mouse. The job may include the ability to lift, move, or retrieve objects up to 30 pounds and bend, stoop, crouch, and reach to perform work functions.

**VII. How to Apply**

Qualified candidates should submit the following items to Ann Odens, Operations Manager, at [ann@childrensheartlink.org](mailto:ann@childrensheartlink.org).

- 1) cover letter, including salary requirement
- 2) resume
- 3) contact information for three references

Thank you for your interest in Children's HeartLink.