

Executive Assistant Position Description

Overview

Watson Caring Science Institute (WCSI) is looking for an experienced Executive Assistant to assist and support WCSI's executive team and team members.

The position demands a highly organized and detail-oriented person who is resourceful, responsive, self-motivated and technology savvy. They must possess strong verbal and written communication skills, have the ability to prioritize and manage multiple schedules and deadlines and be comfortable working with very little supervision. Other key traits include multi-tasking, social media skills, CRM experience, and proficiency with the Spanish language.

The Executive Assistant will work remotely, attending meetings via ZOOM when required and contribute to the efficient operation and sustainable growth of our non-profit organization.

Position Title: Executive Assistant

Hours: Full time employee with flexible hours

Salary Range: \$40,000 - \$45,000 annually, dependent on experience. No benefits at this time.

Location: Boca Raton, FL (or surrounding area). Working remotely with the option to meet Executive Director and Finance Director in Boca Raton.

Education: High School graduate. BSc/BA in office administration or relevant field a plus.

Professional Experience: 2-3 years prior experience working for a multifaceted team, in marketing or sales, preferably with a non-profit and/or healthcare/education organization.

Reports To: Executive Director

Supporting & Assisting: Executive Director, Lotus Awards Development Manager, Caritas Coach Director, Finance Director, Caring Store Team, Website Designer, WCSI Latino Ibero-American Director, and WCSI Founder.

Duties and Responsibilities:

- Managing agendas/travel arrangements/appointments etc. for the Founder and Executive Director.
- Managing WCSI's general email and voice mail accounts.
- Monitoring our social media accounts; posting, commenting and tracking as

- needed. Experience with Vimeo and YouTube a plus.
- Working with Donor Drive (CRM system) to create and maintain records for customers, affiliates, partners and faculty; create and send communications to various customer groups and affiliates as needed.
 - Liaising with WCSI customers, clients, affiliates, partners, prospects, healthcare systems/practitioners, WCSI faculty, Caritas Coaches and Board Members.
 - Scheduling and attending meetings (ZOOM and in-person, when required); preparing and distributing minutes as required.
 - Optional: ZOOM host for Caritas Healing Connection sessions monthly (every 3rd Saturday).
 - Willing to travel where and when appropriate.
 - Maintain WCSI faculty and client confidentiality.
 - Generate and submit various sales and customer reports.
 - Prepare presentations, proposals, and bids as needed.

Application Deadline: Wednesday, September 15th

Interviews via ZOOM beginning the week of September 20th, followed by an in-person meeting with the Executive Director in Boca Raton, FL

Projected Start Date: October 1st, 2021 (or as agreed)

To apply please send an email with your resume and cover letter to:

julie@watsoncaringscience.org

Equalities Statement

We are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Limitations & Disclaimer

This position description describes the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position nor a listing of the characteristics of the individual performing the job.