

Executive Administrative Assistant to the CEO **Pediatric Nursing Certification Board (PNCB)**

The Pediatric Nursing Certification Board (PNCB) is the largest independent pediatric nursing certification organization in the country. Our programs are recognized by every state board of nursing in the nation. At PNCB, we make it our mission to provide the highest quality certification services for nursing professionals who care for pediatric populations.

PNCB is currently looking for an experienced, full-time, Executive Administrative Assistant to the CEO. We offer competitive salary ranges and generous benefits along with a great team environment! Our organizational culture is based on the staff core values of Integrity, Teamwork & Approachability, Responsive Communication & Service, Supportiveness, and Excellence.

PNCB operates on a hybrid schedule. Staff work in the office 2 days per week and remotely 3 days per week subject to change based upon organizational needs. Employees are responsible for maintaining a remote environment conducive to conducting PNCB business with their own reliable, secure internet. PNCB provides all other equipment.

The Executive Administrative Assistant facilitates the work of the CEO and provides liaison support with staff members, Board of Directors, Executive Committee (of the Board), and the Institute for Pediatric Nursing (IPN). Also supports the administrative needs of the senior team as directed by the CEO for special projects.

Essential Job Duties:

- Represents the CEO in carrying out the PNCB's mission and therefore is the first line of communication with external stakeholders and as such must always exemplify professionalism and a positive image, be respectful, collaborative, and customer service oriented as well as punctual and timely in completing assignments.
- Handles administrative functions for the CEO including but not limited to scheduling meetings, maintaining contact lists/rosters, agendas, conference registrations etc.
- Provides meeting materials and background information in preparation for scheduled meetings and speaking engagements.
- Tracks detailed priority lists of projects.
- Manages special projects for the CEO.
- Draft letters and other documents inclusive of graphic design and layout for presentations.
- Provides a bridge for smooth communication between the CEO and internal departments, demonstrating leadership to maintain credibility, trust, and support with the senior management team.
- Supports CEO's social media activities, helping with posts.
- Provides insights to assist with improving organizational performance and productivity.
- Maintains the PNCB Bylaws and Board Policy Manual.
- Maintains discretion and confidentiality in relationships with Board and Executive

Committee

Required Knowledge, Skills, and Abilities

- ❖ Excellent process development and project management skills
- ❖ Excellent verbal and written communication skills
- ❖ Detail oriented with ability to prioritize multiple tasks, respond to requests in a timely manner, and take initiative within scope of position effectively and efficiently
- ❖ Excellent interpersonal skills with the ability to professionally interact with diverse populations
- ❖ Ability to work independently under general instructions on projects and tasks
- ❖ Resourceful; Able to “think outside the box”
- ❖ Ability to adapt to changing priorities
- ❖ Forward looking thinker who actively seeks opportunities and proposes solutions
- ❖ Ability to accurately edit documents and organize reference materials
- ❖ Demonstrated proficiency in the Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), Adobe Acrobat, and social media and communication platforms (Zoom, & MS Teams)

Minimum Education/Training Requirements: Bachelor's degree preferred; Associate degree required.

Minimum Experience: 5 years working in an executive support role required
Knowledge of non-profit operations extremely beneficial.

Required Licenses, Certification, or Registration - None

Supervisory Responsibilities/Controls - None

Work Environment: Office and remote environments

Physical Demands: Extended periods of time sitting, talking on the phone, and attending meetings. May regularly lift to 10 pounds of materials occasionally up to 25 pounds

Position Classification: non-exempt (to be reviewed)

Travel: some travel may be required

Please submit letter of interest and resume to hr@pncb.org.