

New Jersey Public Health Institute, The Center for Health Equity & Wellbeing



Job Title: Executive Assistant to the Executive Director

Work Location: Remote (must reside in New Jersey)

Reports to: Executive Director

Salary Range: \$55,000 - \$70,000 (salary is commensurate with experience and qualifications)

Full-time
 Part-time

Exempt
 Nonexempt

Mission:

We aim to actively promote collaborative and community-driven partnerships to effect policies and practices that improve health, strengthen public health infrastructure, leverage resources to foster collective impact and social justice, and systemically advance equity and quality of life for all.

Vision:

A New Jersey where people, communities, and populations have a fair and just opportunity to experience health and quality of life to their full potential.

Position Summary:

The Executive Assistant (EA) to the Executive Director (ED) provides high-level administrative, operational, and strategic support to the ED of CHEW-NJPHI. This role is critical to ensuring the effectiveness, efficiency, and alignment of executive operations across a fast-paced, mission-driven organization. The EA serves as a trusted partner to the ED, helping to manage priorities, coordinate internal and external engagements, support board and stakeholder communications, and ensure seamless execution of key initiatives. This role requires sound judgment, discretion, strong organizational skills, and the ability to anticipate needs in a dynamic environment.

Duties and Responsibilities:

Executive & Strategic Support

- Manage the Executive Director's calendar, priorities, and scheduling across internal, external, and stakeholder engagements
- Anticipate needs and proactively prepare briefings, materials, and follow-ups for meetings, events, and decision-making
- Support prioritization and time management aligned with CHEW-NJPHI's strategic goals
- Draft, edit, and manage high-level communications, including emails, memos, and presentations

Board & Governance Coordination

- Coordinate Board of Directors meetings, materials preparation
- Support the preparation of board reports, including Mission & Program Updates, Operations, and Risk/Challenges
- Maintain board records, documentation, and follow-up actions

Operations & Program Coordination

- Serve as a liaison between the Executive Director and internal team members, ensuring alignment and follow-through
- Track key initiatives, deliverables, and deadlines across programs and partnerships
- Support coordination of cross-functional meetings and stakeholder convenings
- Assist with logistics for convenings, webinars, and statewide engagements

External Relations & Stakeholder Engagement

- Serve as a first point of contact for external partners, including government, healthcare, nonprofit, and philanthropic stakeholders
- Coordinate stakeholder outreach, meeting scheduling, and communications
- Support partnership development by organizing materials, tracking engagement, and ensuring timely follow-up

Administrative & Organizational Excellence

- Maintain organized systems for documents, communications, and workflows
- Support expense tracking, travel coordination, and administrative processes
- Ensure confidentiality and professionalism in handling sensitive information

Required Skills and Qualifications:

- Strategic Thinking & Anticipation – Proactively identifies needs and solutions
- Communication Excellence – Clear, concise, and audience-appropriate communication
- Relationship Management – Builds trust with internal and external stakeholders
- Operational Agility – Thrives in a fast-paced, evolving environment
- Discretion & Integrity – Handles sensitive matters with professionalism

Education and Work Experience:

Required

- Bachelor’s degree or equivalent experience
- 5+ years of experience supporting senior executives, preferably in healthcare, public health, nonprofit, or government settings
- Exceptional organizational, time management, and multitasking skills
- Strong written and verbal communication skills with a professional, polished tone
- High level of discretion, judgment, and professionalism
- Ability to work independently in a remote environment while managing multiple priorities

Preferred

- Experience supporting executive leadership in a mission-driven or public health organization
- Familiarity with New Jersey’s health, policy, or nonprofit landscape
- Experience supporting boards or governance processes
- Proficiency in Microsoft Office Suite, virtual meeting platforms, and project management tools

Why Join Us?

By joining NJPHI, you will be key to building and sustaining impactful public health initiatives. You will be part of a mission-driven organization dedicated to health equity, continuous quality improvement, and meaningful policy change in New Jersey. This is a dynamic opportunity to lead, innovate, and drive progress in public health programs and services across the state.

Disclaimer:

This job description may not include all assigned duties, responsibilities, or aspects of the job described and may be amended at any time at the employer's sole discretion. The entire workforce must adhere to all Center for Health Equity & Wellbeing policies and procedures.

I have read and understood the explanation and job description.

Print Employee Name:

Employee signature:

Date: