



Job Announcement: Executive Assistant (Eng/Spa Bilingual Preferred)

Migrant Clinicians Network (MCN), a 501(c)(3) national nonprofit founded in 1984, is hiring a full-time Executive Assistant.

MCN builds practical solutions at the intersection of migration, vulnerability, and health. Through training, technical assistance, resource and tool development, and opportunities for connection, we support tens of thousands of health care providers, community health workers, outreach teams, and other clinicians across the United States and Puerto Rico. We also provide direct care coordination to migrants, immigrants, and other underserved and historically marginalized communities.

Our life-saving work is powered by a diverse and passionate team committed to health justice. Most of our staff work remotely, with offices located in Salisbury, MD and San Juan, PR.

The Executive Assistant to the CEO provides high-level administrative, operational, and strategic support to the CEO, enabling the CEO to focus on leadership, organizational growth, and stakeholder engagement. The role encompasses managing communications, schedules, projects, contracts, donor relations, and board interactions with discretion, professionalism, and efficiency. The Executive Assistant also leverages AI and digital tools to streamline workflows, enhance productivity, and maintain organizational effectiveness.

Responsibilities

Administrative & Operational Support:

- Manage CEO's calendar, scheduling meetings, travel, and events while prioritizing and resolving conflicts.
- Screen emails ensuring timely and appropriate responses.
- Prepare briefing materials and talking points for meetings, presentations, and public engagements.
- Draft, proofread, and edit internal and external communications, reports, presentations, and meeting materials.
- Draft contracts for the CEO and Company.
- Support internal communications, ensuring alignment with the CEO's vision and organizational priorities.
- Maintain and improve filing systems, records, and digital organization for efficiency and accessibility.
- Leverage AI and digital tools to automate tasks, streamline workflows, and enhance organizational efficiency.

Board Relations Support:

- Plan, coordinate, and manage logistics for board meetings, including scheduling, materials preparation, taking minutes, and follow-up.
- Maintain board documentation and track action items, ensuring accountability and timely reporting.
- Assist in coordinating communications with board members including drafting correspondence and preparing reports.
- Support the CEO in building and maintaining strong, strategic relationships with board members, donors, and other external stakeholders.

Donor Relations Support

- Prepare donor briefs ahead of meetings to ensure the CEO is fully informed and prepared.
- Enter meeting notes, donor interactions, and follow-up tasks into the CRM in a timely and accurate manner.
- Draft thank-you notes, follow-up emails, and donor correspondence for the CEO.
- Track donor engagement activities and ensure timely follow-up to strengthen relationships.
- Coordinate logistics for donor meetings and events, including scheduling, background research, and materials preparation.
- Assist the CEO in cultivating and stewarding donor relationships by maintaining organized records and ensuring consistent communication.

Contracts Support

- Draft, review, and edit contracts, agreements, and memoranda of understanding under the direction of the CEO.
- Coordinate the contract review and approval process with internal staff, partners, and external vendors.
- Maintain organized digital files and records of all contracts and agreements.
- Serve as a point of contact for contract-related communications, escalating issues to the CEO as needed.

Event & Relationship Management:

- Serve as a point of contact between the CEO, staff, board members, partners, and external stakeholders.
- Plan and coordinate internal and external meetings, events, and travel logistics.
- Maintain a professional and approachable presence in all interactions, representing MCN's mission and values.

Required Skills/Experience/Education

- Minimum of 5 years' experience supporting a C-level executive or senior leadership team, preferably in a nonprofit or mission-driven organization.

- Exceptional organizational, time-management, and multitasking skills; ability to prioritize and work independently.
- Strong written and verbal communication skills; bi-lingual English Spanish preferred
- Proficiency with Microsoft Office Suite, Zoom, collaboration tools, and AI-enhanced productivity tools.
- Experience coordinating board meetings, donor communications, and high-level administrative functions preferred.

Interested candidates are invited to apply [via the Deamer Group](#).

MCN provides equal employment opportunities to all individuals without regard to race, color, sex, religion, national origin, age, disability, pregnancy, sexual orientation, gender identity or expression, genetic information, ancestry, or HIV/AIDS status. We comply with all applicable federal and state laws, rules, and regulations, and provide equal employment opportunity in all aspects of employment and employee relations.