



**Position Title:** Executive Assistant

**Position Information:** Full-Time

**Place of Performance:** Washington, D.C. (Telework with monthly in-person team meetings.)

**Travel:** None Required

**Salary Range:** \$55,000-\$65,000

**Reports to:** Founding Executive Director

### **About the Institute for Medicaid Innovation**

Join an organization that is passionate about improving the lives of Medicaid enrollees, their families, and communities through the development, implementation, and diffusion of innovative solutions. The Institute for Medicaid Innovation (IMI) is a national 501(c)3 nonprofit, nonpartisan research and policy organization that provides independent information and analysis to inform Medicaid policy and improve the health of the nation. The work of IMI is informed, guided, and supported by an exceptional group of national experts representing academic and non-academic research institutions, advocacy and community organizations, clinician groups, Medicaid managed care organizations, state, and federal policymakers, and, most importantly, Medicaid members and their families. IMI is funded exclusively through research grants and contracts. As IMI's program services continues to expand, our need for strong administrative support is heightened. The Executive Assistant of IMI will be a senior member of the organization and responsibilities include providing comprehensive support, managing the organization's operating procedures, a resource for senior and junior staff, as well as handling day-to-day business needs that could have a dramatic effect on our mission. This position requires the ability to think critically, problem solve, and operate with a high level of professionalism and confidentiality.

IMI acknowledges that it is not feasible for us to live up to our mission without acknowledging the need for creating an equitable and inclusive work environment. For more information about IMI, please visit our [website](#).

### **DUTIES AND RESPONSIBILITIES:**

- support the mission, vision, and priorities of IMI;
- organize, manage, and support the logistical needs for meetings including draft agendas, distribution of materials, meeting minutes, and facilitate post-meeting activities;
- coordinate with employees and external stakeholders to schedule and prioritize meeting requests ensuring efficient day-to-day activities;
- schedule all team meetings, providing agendas, supporting documents, and tracking action items as needed;
- write and distribute emails, correspondence memos, letters, and forms;
- assist in new hire onboarding and offboarding;
- manage all board meeting logistics;
- update and maintain all office policies and procedures;
- make routine, low-cost purchases with supervisor approval;
- manage executive staff invoices and develop expense reports for submission for reimbursement;
- oversee executive staff travel arrangements and create itinerary information in advance of departure;

- assist in the selection of vendors for the purchase of equipment, services, and supplies necessary for operation;
- organize and monitor grants and contract management activities including assisting the team with requests for proposals, annual reports, expense tracking, and funder requests;
- manage file and information systems inventory for operations including tracking hardware, software and licenses;
- assist in responding to inquiries by phone, mail, and email;
- manage all aspects of IMI's office services including following rules associated with the entering and use of office space, policies and procedures for improved workflow, and anticipate future needs as the organization grows;
- other projects/duties as assigned for the overall benefit of the organization;

**QUALIFICATIONS:**

- Ability to adapt to a fast-growing, fast-paced organization.
- Previous executive support experience. Non-profit board experience is preferred.
- Exceptional verbal and written communication skills.
- Impeccable organizational skills and attention to detail.
- High degree of professionalism in dealing with diverse groups of people.
- Strong commitment to incorporating a diversity, equity, and inclusion lens.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment and problem-solving abilities.

**TECHNICAL SKILLS/ EXPERTISE:**

- High proficiency with complete Microsoft Office suite (e.g., Word, Excel, Outlook, and PowerPoint).
- Comfortable learning new computer software and web skills.
- Ability to maintain daily workflow while working on multiple tasks.
- Strong work ethic.
- Flexibility and ability to consistently meet deadlines.
- Ability to effectively work with and support staff that are teleworkers.
- Ability to hold absolute confidentiality and discretion regarding privileged and sensitive information
- Comfort with medical and research language.

**PERKS OF WORKING AT IMI:**

- Work-life balance design (i.e., flexible work schedule and telework).
- Breastfeeding and child friendly workplace.
- Ability to live/work in extended D.C. area (i.e., Delaware, Maryland, Pennsylvania, and Virginia).
- Equitable (i.e., everyone receives regardless of title/position) 15 days paid vacation time.
- Equitable (i.e., everyone receives regardless of title/position) 5 paid sick days.
- Generous 19 paid holidays that reflect the equitable, diverse, and inclusive culture (i.e., Juneteenth, Yom Kippur, Eid, Diwali).
- Expansive health insurance options (i.e., multiple insurance company options).
- Generous 401(k) company contributions.
- Paid training and educational opportunities.
- Company-sponsored team outings and volunteer opportunities.

**APPLICATION PROCESS**

Email cover letter, resume, and two recent writing samples to Dr. Nadia Glenn at [NGlenn@MedicaidInnovation.org](mailto:NGlenn@MedicaidInnovation.org) with subject line "Executive Assistant"

**DEADLINE**

Applications are accepted on an ongoing basis.

*IMI is an equal opportunity employer. As an anti-racist and gender inclusive organization, all qualified applicants will receive consideration for employment without regard to age, race, ethnicity, sex, gender, religion, political affiliation, marital status, or disability.*