

**Job Title:** Executive Administrator **FLSA Status:** Exempt  
**Department:** Administration **Date:** April 2026  
**Reports to:** Chief Executive Officer

### **Purpose and Scope of Job**

The Executive Administrator to the Chief Executive Officer (CEO) & Office Manager is a senior-level administrative professional responsible for providing high-level, confidential, and strategic support to the CEO while overseeing the day-to-day operations of the international headquarters office. This role serves as a trusted partner to the CEO, ensuring effective coordination of executive priorities, management of executive calendar, smooth office operations, and a professional, well-organized work environment.

This position requires a high degree of finesse, gravitas, discretion, initiative, sound judgment, and the ability to manage multiple priorities in a fast-paced environment. All roles at World Pediatrics are expected to lean in and rally behind our core values as applicable in their tasks:

- **Kids First:** We are accountable to the children.
- **Equitable Access:** We empower opportunity.
- **Rooted in Community:** We build for a sustainable future.
- **Best Practice to Next Practice:** We innovate and transform.
- **Shoulder-to-Shoulder:** We operate with unity and integrity.

### **Key Responsibilities - Essential Functions**

#### **CEO Support**

- Serve as the primary administrative liaison to the CEO, managing complex calendars, scheduling meetings, and coordinating domestic and international travel.
- Act as a gatekeeper for the CEO by prioritizing communications, screening requests, and ensuring timely and appropriate follow-up.
- Prepare, edit, and manage executive correspondence, presentations, reports, and briefing materials.
- Coordinate Board of Directors meetings, executive leadership meetings, and leadership offsites, including agenda development, materials preparation, minutes, and follow-up on action items.
- Track executive-level action items, deadlines, and deliverables in support of strategic initiatives.
- Interface professionally with senior leadership, board members, donors, partners, and external stakeholders on behalf of the CEO.
- Handle sensitive and confidential work, content and communications.

#### **Executive Board Support**

- Work with the CEO and Board Chair to manage Executive Board and Committee scheduling, materials, and minutes.
- Facilitate the timely collection of agendas, reports, and pre-meeting materials; ensure board packets are reviewed and distributed ahead of meetings.

- Maintain updated board rosters, term schedules, and governance documentation.
- Attend and transcribe meetings for the Board and its five committees.

### **Office Management**

- Oversee daily office operations to ensure an efficient, organized, and professional office environment.
- Manage relationships with office vendors and service providers, including facilities, office supplies, and maintenance.
- Maintain and improve office policies, procedures, and administrative systems to support productivity and compliance.
- Manage office-related budgets, purchasing, and expense tracking.
- Serve as the primary point of contact for office administration-related issues, proactively troubleshooting and resolving concerns.

### **General and Cross-Functional Support**

- Identify opportunities to streamline executive and office processes and implement improvements.
- Maintain organized digital and physical filing systems.
- Perform additional duties assigned by the CEO to support organizational priorities.

### **Success Factors**

- Demonstrates exceptional executive judgment, discretion, and confidentiality
- Anticipates needs, takes initiative, and operates independently with minimal direction
- Maintains strong attention to detail with consistent follow-through on commitments
- Effectively manages competing priorities in a fast paced, dynamic environment
- Applies proactive problem-solving skills to address issues before escalation
- Builds and sustains trust-based relationships with internal and external stakeholders
- Communicates clearly, diplomatically, and effectively across all levels of the organization
- Demonstrates adaptability and resilience in response to changing priorities and demands

### **Required Qualifications**

- Demonstrated experience supporting a C-suite executive, preferably a CEO.
- Bachelor's degree or equivalent combination of education and professional experience.
- Minimum of 10 years of experience in paralegal, executive administration, office management, or a comparable senior support role.
- Exceptional organizational, time-management, interpersonal, and multitasking skills.
- Strong written and verbal communication skills.
- High level of professionalism, emotional intelligence, and discretion.
- High degree of proficiency with Microsoft Office, Microsoft Exchange, Google Workspace, and common office productivity tools.

### **Preferred Qualifications**

- Experience in professional services, nonprofit, healthcare, or mission-driven organization.
- Experience supporting board governance and executive leadership teams.
- Project management or operations experience.
- Experience in a paralegal or legal support profession.
- Experience coordinating domestic and international travel arrangements.

**Work Environment**

- Monday-Friday; 9a-5p
- Flexibility in work hours will be required to support CEO and organizational needs.

**Physical Requirements**

- Ability to remain seated or stand for extended periods of time.
- Ability to operate standard office equipment.
- Ability to lift and carry office materials up to 25 pounds as needed.

**To apply, please email your resume and cover letter, along with your salary expectations, to [recruiting@worldpediatrics.org](mailto:recruiting@worldpediatrics.org).**

**World Pediatrics is committed to creating an inclusive work environment and welcome applications from all genders, races, religions, sexual orientations, ages, and any other groups that could bring diverse perspectives to our organization.**