OFFICE MANAGER AND ADMINISTRATIVE ASSISTANT

DESCRIPTION

The EveryLife Foundation for Rare Diseases (ELF) is seeking an Office Manager and Administrative Assistant for their new office in Washington, DC.

The EveryLife Foundation is a science based advocacy organization dedicated to bringing treatments to the 30 million Americans with rare diseases. Currently, there are fewer than 400 approved treatments for 7000 rare diseases. The science exists for many of these diseases to be treated; however, treatments may never be developed because of roadblocks in the development process, such as a lack of investment and a challenging regulatory environment. The Foundation works with patient organizations, industry, academic scientists, the Food and Drug Administration (FDA), and National Institutes of Health (NIH) to improve the clinical development process.

Responsibilities

Reporting to the Director of Operations, the Office Manager and Administrative Assistant will be a key contact point for all members of staff across the Foundation.

Responsibilities include, but are not limited to:

• Scheduling – including all-staff meetings; meetings with key external people, including the Board Chair
• Prepare itineraries for all members of staff during key event weeks, including Rare Disease Week on Capitol Hill
• Manage the operations of the DC office, with assistance from the Director of Operations. Functions include: organization of the office; maintaining relationship with external vendors; opening the mail; answering the telephone and directing calls appropriately; greeting visitors upon arrival at the office; monitoring and ordering supplies and promotional materials;
• Planning of celebrations for birthdays/anniversaries and assist Director of Operations with preparations for Strategic Planning; Staff Appreciation and Board Meetings
• Provide administrative support to all program staff as required for events and other program activities as required

Qualifications

The Office Manager and Administrative Assistant will have:

• A minimum of two years’ related experience
• Strong attention to detail and good problem solving skills
• Scheduling experience
• Excellent communication skills both verbally and written
• Willingness to do whatever is needed in a small non-profit environment
• Proficiency in Microsoft Office Suite and good technical skills

HOW TO APPLY

To apply, please send an up-to-date resume and cover letter with salary requirements to jlally@everylifefoundation.org
BENEFITS

This is a full-time, direct-hire position. Compensation is commensurate with experience and includes a competitive benefits package. This position is based in Washington, DC.