



*Vaccinate Your Family (VYF) has been protecting people of all ages from vaccine-preventable diseases for 35+ years. Originally established in 1991 as Every Child by Two, VYF and its staff of public health experts and advocates work to advance equitable access to*

*lifesaving vaccines, build confidence in the safety and benefits of vaccination, and raise awareness of the critical need for timely immunization. For more information about Vaccinate Your Family, please visit our website at [vaccinateyourfamily.org](http://vaccinateyourfamily.org).*

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## **EXECUTIVE ASSISTANT (REMOTE)**

The Executive Assistant plays a critical role in maximizing the effectiveness of the Chief Executive Officer (CEO) by conducting key administrative tasks, and managing schedules, communications, and select strategic initiatives that in turn help support the entire organization. The ideal candidate is a clear and proactive communicator, highly detail oriented, and comfortable working in a fully remote, fast paced environment, with the ability to manage confidential information with discretion.

This role reports to and provides key support to the CEO.

### **Responsibilities:**

#### ***Executive Support***

- Manage and maintain the CEO's email, calendar, appointments, and travel arrangements
- Coordinate and document internal and external meetings, including preparing agendas, materials, summaries, and follow-up activities
- Draft, edit, manage, and/or proof email correspondence and other communications on behalf of the CEO
- Reconcile expenditures, document, and submit expenses on behalf of the CEO in Bill.com, VYF's financial platform
- Assist with special projects, presentations, and strategic initiatives as requested
- Attend meetings at CEO's request for note-taking purposes
- Maintain well organized digital files for organizational documents and project materials, including auditing historical records as needed

#### ***Administrative & Office Support***

- Handle incoming calls and emails for CEO; prioritize and route as appropriate
- Open, review, and route digital mail for the Mystic office on a daily/weekly basis

- Maintain organized digital files, as appropriate
- Assist with maintaining inventory for VYF promotional and educational items; mail necessary items to conferences, staff, etc.
- Support coordination of events, donor meetings, and public engagements involving the CEO
- Assist with select confidential human resources- and finance-related administrative tasks (e.g., hiring, banking, and general accounting), as needed
- Complete routine administrative errands as needed, such as digital bank deposits, mailing correspondence, and shipping and/or picking up documents and supplies for mailing
- This role may require infrequent, short-term travel to headquarters in Mystic for large in person projects, typically for brief, project-based visits.

### ***Communication & Relationship Management***

- Help manage CEO's external relationships, including donors, community partners, and funders
- Track key contacts and follow-up items in digital project management and customer relationship management systems (e.g., Monday, EveryAction)
- Represent the organization professionally in written and verbal communications

### **Qualifications**

- Education may vary; a degree in a related field (e.g., non-profit management, business administration, public administration) is preferred but not required
- 3+ years of experience providing executive-level support and/or 5+ years of experience providing administrative support
- Superior written and oral communication skills
- Excellent organizational and interpersonal skills
- Exemplary judgment and keen attention to detail
- Strong analytical and problem-solving skills, including the ability to prioritize multiple tasks and work efficiently within time constraints
- Ability to work both independently, requiring minimal supervision, and to collaborate and work well in a team environment
  - Proven ability to work within a virtual environment

### **Proficiency**

- Microsoft 365 and the Office Suite, particularly Word, Excel, PowerPoint, and Teams
- Meeting and video conferencing platforms and software, e.g., Zoom, Teams
- Project management platforms and software, e.g., Monday, Slack
- CRM platforms, e.g., Every Action, Salesforce, HubSpot
- Passion for the mission and programs of Vaccinate Your Family

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

### **Working Conditions**

This is a fully remote, part-time position. Hours will vary from 15 – 20 hours per week, primarily between 9am – 5pm ET.

VYF is based in Washington, D.C. with offices in Mystic, CT and staff in several states throughout the nation. The essential functions of this job include working from a computer for long periods of time to engaging in regular communication with the CEO, colleagues, and select external stakeholders via text, audio, and video conferencing and communication platforms.

VYF is committed to supporting employees of varying abilities and to providing reasonable accommodations to ensure individuals with disabilities thrive in their position.

### **Compensation and Benefits**

Salary is commensurate with qualifications and ranges from \$22 - \$25 per hour. Because this is a part-time position, no fringe benefits are offered.

### **How to Apply**

To apply for this position, please submit a resume, cover letter, and three professional references to [careers@vaccinateyourfamily.org](mailto:careers@vaccinateyourfamily.org) by May 4, 2026. VYF may review applications after this deadline in limited circumstances; however, this is not a guarantee that your application will be considered if it is not submitted by May 4, 2026. Applicants will be screened on a rolling basis.

*VYF provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*