

Position Title	<i>Executive Assistant</i>
Reports to	<i>Executive Director</i>
Hours	<i>Part-time (12-15 hours per week; While hours are flexible, some nights and weekends may be required.)</i>
Location	<i>Remote</i>

Overview of Organization

[American Muslim Health Professionals](#) (AMHP)'s mission is to strengthen the impact of Muslim health professionals to improve the health and wellness of all Americans. AMHP brings together a community of activists, health advocates, clinicians and other health professionals committed to public health, civic engagement and social justice. AMHP's three core areas of focus are professional development, mental health and advocacy for underserved communities.

Vision: To be a leader in improving public health, through efforts inspired by the Islamic tradition

Position Description

The Executive Assistant will play an essential administrative role to advance AMHP's strategic goals and objectives.

Duties and Responsibilities

The Executive Assistant will perform duties, such as, but not limited to, the following:

- Assist in preparing meeting agendas, minutes, and materials and tracking follow-up items for AMHP Committees
- Manage Executive Director's calendar and scheduling needs
- Support scheduling of interviews for board and staff candidates
- Assist in event planning and coordination of logistics of national public health conference
- Develop resources for AMHP chapters and oversee logistics planning for a yearly board retreat

Knowledge, Skills & Abilities

A minimum of a BA/BS degree is required, with 2-3 years of experience in office administration and management, logistics management, non-profit management, public health or another related area. In some cases, equivalent education or experience may be acceptable.

Additionally, we are also looking for the following:

- Skills in the use of personal computer and related software applications, with a strong ability to successfully use Microsoft Office 365 (including but not limited to: Outlook, Teams, SharePoint, Word, Excel, etc.) and Google Workspace is required. Familiarity with Zoom is also required.
- Preparedness to work across multiple time zones across the US
- Excellent attention to detail and organization skills, especially when it comes to organizing resources and prioritizing tasks and responding to scheduling needs of the Board of Directors and Executive Director in a timely manner
- Ability to proactively problem solve and implement solutions, both independently and collaboratively
- Excellent writing and communication skills, both with internal and external stakeholders. Ability to communicate both within and outside of the Muslim community
- Ability to handle confidential information with discretion and professionalism

Time Commitment

- This position is part-time, requiring 12-15 hours per week. While hours are flexible, some nights and weekends may be required.