



NPH USA
Raising Children. Supporting Families.
Transforming Lives.

Employment Opportunity

POSITION: Executive Assistant
LOCATION: Chicago, IL
REPORTS TO: CEO / Executive Leadership
COMPENSATION: Competitive; Commensurate with experience

ABOUT US:

Nuestros Pequeños Hermanos (NPH) means "Our Little Brothers and Sisters" in Spanish. NPH transforms the lives of vulnerable children in Bolivia, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, and Peru. Together, we help children overcome poverty and become productive, caring leaders in their own communities. Founded in 1954 by Father William Wasson, NPH supports nearly 8,000 children, both inside and outside our homes, ensuring they have a safe and nurturing place to live, an education, clothing, healthcare, and a strong family support system. In addition, NPH's St. Damien Pediatric Hospital in Haiti is the only pediatric medical facility in the entire nation of 11.5 million people, employing more than 500 Haitians and serving thousands of children and expectant mothers each year.

NPH USA, headquartered in Chicago, is an organization dedicated to raising funds for the programs of NPH International through the work of fundraising teams distributed across the three geographic U.S. areas of West and South; Midwest; and East Coast. NPH International, headquartered in Mexico, is also supported by other fundraising offices in Europe, Australasia, and Canada.

Mission

NPH USA connects supporters' passions and interests to the transformational work of Nuestros Pequeños Hermanos impacting the lives of children, families and communities in Latin America and the Caribbean.

Vision

We envision a world where vulnerable children, families, and communities have access to the resources and opportunities they need to thrive.

Organizational Imperatives

- Honor Donor Relationships
- Fulfill Commitment to NPHI
- Live the Values of Fr. Wasson

Values

- Show GRATITUDE in all we do
- Foster authentic RELATIONSHIP and true connection
- Act with INTEGRITY always
- Accept RESPONSIBILITY for our mission and our commitments
- Work in COLLABORATION to achieve more together
- Operate with TRANSPARENCY and honesty
- Embrace DIVERSITY, EQUITY and INCLUSION, building a better organization and a better world

POSITION SUMMARY:

We are seeking a proactive, organized, and resourceful Executive Assistant to support the CEO and executive leadership team. The Executive Assistant will play a critical role in ensuring the smooth operation of daily activities, helping the executive focus on strategic priorities. The ideal candidate is a strong communicator with excellent attention to detail, time-management skills, and the ability to handle confidential information with discretion.

PRIORITIES AND RESPONSIBILITIES:

1. Administrative Support:

- Manage the CEO's calendar, schedule meetings, and coordinate travel arrangements (domestic and international).
- Prepare and organize agendas, meeting materials, and presentations for internal and external meetings.
- Screen and respond to emails and other communications on behalf of the executive team.
- Handle confidential documents, reports, and financial information.

2. Communication & Coordination:

- Serve as a key point of contact between the CEO, executive leadership, and external stakeholders.
- Facilitate effective communication across departments, ensuring that information flows smoothly.
- Draft correspondence, reports, and presentations as needed.
- Assist in preparing briefings and reports for key meetings and presentations.

3. Project Management:

- Track and manage various strategic initiatives, ensuring deadlines are met.
- Assist in organizing and overseeing special projects, events, and company-wide initiatives.
- Conduct research and compile data for decision-making processes.

4. Event Planning & Logistics:

- Plan and execute leadership meetings, offsites, and company events.
- Coordinate logistics for executive travel, speaking engagements, and conferences.

5. Team Support & Collaboration:

- Provide support to the executive leadership team, assisting with administrative tasks and special projects as needed.
- Build strong relationships with internal teams and external partners to facilitate efficient communication.

IDEAL EXPERIENCE AND PERSONAL CHARACTERISTICS:

Candidates should have the following type of experience and characteristics:

- Proven experience as an Executive Assistant or similar role.
- Excellent organizational and multitasking skills, with the ability to manage multiple priorities in a fast-paced environment.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Salesforce.
- High level of discretion and confidentiality.
- Ability to work independently and make decisions with minimal supervision.
- Detail-oriented and solutions-focused.
- Bachelor's degree in business administration, communications, or a related field is preferred but not required.

HOW TO APPLY:

Send resume and cover letter to recruiting@nphusa.org. Please no phone calls or outside agencies. NPH USA is an Equal Opportunity Employer. We value diversity in the workplace and encourage applicants from all backgrounds to apply.