Job Description: Executive Assistant

ELSO is an international nonprofit consortium comprised of health care institutions, multidisciplinary providers, researchers, and industry partners. We provide support to those delivering extracorporeal life support through continuing education, guidelines, original research, publications, and a comprehensive registry of extracorporeal membrane oxygenation (ECMO) patient data.

ELSO is seeking a highly organized, proactive, and service-oriented Executive Assistant. The position is a full-time position and offers a salary of **$65,000-$85,000**, which may be adjusted based on work experience. This position is in person at ELSO's headquarters in Ann Arbor, Michigan. We occasionally require weekend work and travel. An annual, discretionary bonus is possible, based on performance and financial means of ELSO. Detailed tasks in the near term are included in Exhibit A and job qualifications are included in Exhibit B.

This position is considered exempt under the federal and state wage and hour laws. This is an at-will position; either the employee or ELSO may terminate the relationship at any time.

Benefits:

- Four weeks of paid vacation.
- Ten paid holidays, as defined in the Employee Handbook.
- Participation in ELSO's 403b plan will match up to 5% of your salary contributions on a 2:1 basis.
- Health benefits are available.

Exhibit A

Employee is to perform the duties typical of an Executive Assistant (EA) and as directed by the CEO. The EA serves as a key partner to the CEO and supports the coordination of schedules, meetings, communications, and administrative activities that enable ELSO's staff, volunteer leaders, committees, and organizational initiatives to operate effectively. We anticipate that the prioritization of work will be coordinated with the team, as directed by the CEO.

Areas of work where you will be expected to help manage and contribute to the overall work effort include the following:

- **Executive & Organizational Support:** Partner with the CEO to manage calendars, scheduling priorities, travel arrangements, correspondence, and meeting reminders, and assembling minutes for meetings. Coordinate activities across staff, volunteer members, committees, and external stakeholders to ensure organizational priorities are effectively supported and executed. Anticipating needs and reconciling meeting priorities with acumen is a must. All time zones will be in play, as ELSO is a global organization.
- **Meeting, Governance & Event Coordination:** Coordinate virtual and in-person meetings, including scheduling, agenda preparation, note-taking, and follow-up communications. Support board meetings, team meetings, and organizational events as assigned.
- **Office Operations & Workplace Coordination:** Serve as a central resource for day-to-day office operations and administrative support. Help foster a welcoming, professional, and collaborative workplace by coordinating visitor experiences, meeting spaces, staff events, and other initiatives that contribute to an effective and inclusive work environment.
- **Office Operations & Administrative Management**: Serve as a central resource for office coordination and administrative support, helping maintain an effective, welcoming, and well-

organized work environment. Support recordkeeping, vendor relationships, purchasing activities, onboarding, publications fulfillment and distribution, visitor experiences, and other administrative functions that contribute to the day-to-day operations of the organization.

Exhibit B

Qualifications

- Bachelor's degree or equivalent combination of education and professional experience.
- Three years of experience in executive support, administrative operations, office management, or a related professional role.
- Exceptional organizational and time management skills, including the ability to manage multiple priorities and deadlines simultaneously.
- Strong written and verbal communication skills.
- High level of professionalism, discretion, and judgment when handling sensitive or confidential information.
- Ability to work independently while collaborating effectively with staff, volunteers, members, and external stakeholders.
- Demonstrated ability to coordinate meetings, calendars, travel arrangements, and administrative workflows.
- Proficiency with Microsoft Office 365, including Outlook, Teams, SharePoint, Word, Excel, and PowerPoint.
- Ability to work in a collaborative and team-centered environment with dynamic priorities and widespread initiatives. Maintain a work environment that encourages diversity of backgrounds and promotes inclusive viewpoints.

Preferred Qualifications

- Experience supporting senior executives or organizational leadership.
- Experience coordinating meetings involving domestic and international stakeholders across multiple time zones.
- Experience in nonprofit and/or healthcare organizations, including professional societies or other membership-based organizations.
- Experience supporting volunteer-led organizations, committees, boards, or governance groups.