Administrative Assistant
Location: Remote
Salary Range: $55,000 - $65,000
Reports to: CEO
FLSA Status: Full-Time, Non-Exempt
Working hours: Generally 9:00 a.m.–5:00 p.m. ET, with occasional evening meetings and flexible scheduling to accommodate them

Organization Overview
The National Association of Nurse Practitioners in Women's Health (NPWH) is the professional community for Women's Health Nurse Practitioners (WHNPs), students, and other advanced practice registered nurses providing women's and gender-related healthcare. We set a standard of excellence by generating, translating, and promoting the latest research and evidence-based clinical guidance, providing high-quality continuing education, and advocating for patients, providers, and the WHNP profession.

Our mission includes protecting and promoting a woman and all individuals' rights to make their own choices regarding their health and well-being within the context of their lived experience and their personal, religious, cultural, and family beliefs.

We envision a world where WHNP-BCs and all APRNs who provide women's and gender-related healthcare are esteemed pioneers in fostering a just, healthy, and equitable society.

Position Overview
NPWH is seeking a highly organized, proactive, and detail-oriented Administrative Assistant to provide executive, governance, and organization-wide administrative support.

This position provides essential administrative support to NPWH's CEO, Vice Presidents, Board of Directors, and staff. The ideal candidate is a highly organized, adaptable, and service-oriented professional who anticipates needs, effectively manages competing priorities, maintains accurate and organized records, and demonstrates exceptional professionalism, sound judgment, and discretion when handling sensitive and confidential information.

Approximately 80% of the position supports executive leadership, including the CEO and Vice Presidents, while the remaining 20% provides administrative coordination across NPWH departments and committees, provides internal filing

and records keeping, provides coordination with NPWH's outsourced finance provider, and other administrative needs.

The position requires occasional evening and in-person meeting support. Flexible scheduling is available to accommodate evening meeting commitments.

Core Competencies

- Executive calendar and meeting coordination
- Board, committee, and volunteer leader support for meeting agendas, packages, meeting polls, meeting calendar invitations, reminders, etc.
- Servant leadership and responsive customer service
- Accurate meeting minutes, proofreading, and document preparation
- Electronic filing, records management, and administrative follow-through
- Vendor documentation and outsourced finance coordination
- Exceptional confidentiality, discretion, and sound judgment
- Prioritization, flexibility, and independent work in a remote environment

Key Responsibilities

Executive Leadership and Governance Support

- Coordinates meeting polls, scheduling, invitations, virtual meeting logistics, reminders, agendas, and materials for the Board of Directors, Executive Committee, Nomination and Governance Committee, and Fellows Committee.
- Attend scheduled meetings, including evening meetings, to provide administrative support and prepare accurate draft minutes for appropriate review and approval.
- Maintains official governance meeting files, agendas, minutes, and related materials in accordance with NPWH procedures and records policies.
- Tracks meeting dates and administrative follow-up and communicate professionally and promptly with volunteer leaders.

Executive Calendar and Administrative Support

- Manages the CEO's calendar and coordinates internal and external appointments, meeting requests, scheduling conflicts, and related communications.
- Organizes meeting materials and provides administrative assistance with correspondence, documents, and other CEO priorities.
- Provides administrative support to the Vice President, Partnerships & Engagement in areas including but not limited to exhibitor/sponsor communication, grant support, and sponsor research.

- Provides administrative support to the Vice President, Clinical Affairs, including oversees logistical aspects of speaker coordination, obtaining materials for CE approval, and scheduling.
- Maintains strict confidentiality concerning executive, board, personnel, and organizational matters.

Staff and Committee Administrative Support
- Coordinates scheduling polls, invitations, reminders, and virtual meeting logistics for committees supported by other NPWH staff.
- Prepares draft committee meeting notes or minutes from recordings or transcripts for review, finalization, and distribution by the responsible staff liaison.
- Provides responsive administrative assistance to departments and special projects based on organizational priorities and available capacity.

Administrative Operations and Records Management
- Maintains organized internal electronic filing systems, consistent document naming practices, and appropriate access to administrative and organizational records.
- Organizes records in accordance with NPWH retention requirements and helps ensure documents can be located and retrieved efficiently.
- Serves as an internal administrative point of coordination with NPWH's outsourced finance provider, collecting and securely transmitting required documentation.
- Coordinates with vendors and contractors to obtain W-9 forms, executed contracts, and related records and maintains appropriate files for finance processing.
- Coordinates authorized administrative information related to payroll and other sensitive financial or personnel matters while strictly protecting confidentiality and limiting access to those with a business need.
- Does not independently approve expenditures, process payroll, or perform accounting functions unless separately authorized and appropriately trained.

General Administrative Support
- Proofreads correspondence, reports, presentations, and other materials for grammar, accuracy, consistency, and formatting.
- Helps maintain templates, contact lists, shared files, and administrative procedures.
- Adapts to new administrative technologies and processes and recommends practical improvements to routine tasks.

Qualifications
Required

- At least three years of relevant executive level administrative experience, preferably in a nonprofit, association, membership, or similar service-oriented organization.
- Experience supporting executive calendars, complex meeting schedules, and multiple stakeholders.
- Experience working with volunteer leaders, boards, committees, or other external stakeholders.
- Strong writing, proofreading, minute-taking, organizational, and detail-management skills.
- Proficiency with Microsoft 365 Suite of tools, Outlook, Teams, Zoom, Asana, electronic filing, and collaborative work tools.
- Demonstrated discretion in handling confidential executive, governance, financial, personnel, and payroll-related information.
- Ability to manage competing requests, anticipate needs, work independently, and deliver timely, accurate results in a remote setting.
- Service-oriented, flexible, and collaborative approach, with availability for regularly scheduled evening meetings.

Preferred
- Experience supporting nonprofit board governance and preparing formal meeting minutes.
- Experience coordinating vendor W-9s, contracts, or documentation for an outsourced finance or accounting provider.
- Familiarity with meeting transcription tools, project management systems, and association management systems.

Compensation and Benefits
NPWH offers an annual salary of **$55,000–$65,000**, commensurate with experience, along with a competitive benefits package that includes:
- Health insurance
- Retirement contributions
- Paid time off
- Professional development opportunities
- Remote work environment

How to Apply
Interested candidates should submit a cover letter describing their interest in the position and a current résumé.

Please combine your cover letter and résumé into one PDF document and email it to info@npwh.org. In the subject line of the email state "Administrative Assistant".

Applications will be reviewed on a rolling basis, with initial interviews anticipated to begin **November 13, 2026**.

Anticipated start date: January 4, 2027.

Equal Opportunity Employer
NPWH is an equal opportunity employer committed to fostering a diverse, equitable, and inclusive workplace. We welcome applications from qualified individuals with a wide range of backgrounds, experiences, and perspectives.