



1501 Wilson Blvd. Suite 910
Arlington, VA 22209
202-828-1600
www.mdic.org

Title: Executive Assistant	Job Code: Full Time Exempt
Reports to: Deputy Director, NESTcc	Revision Date: January 2019

Organization Overview

The Medical Device Innovation Consortium (MDIC) is the first-ever 501(c)3 public-private partnership created with the sole objective of advancing medical device regulatory science for patient benefit. As a membership based organization, MDIC brings together representatives of the Food and Drug Administration (FDA), National Institutes of Health (NIH), Centers for Medicare & Medicaid Services (CMS), industry, non-profits, and patient organizations to improve the processes for development, assessment, and review of new medical technologies. Our work is unique and complementary to trade associations such as the Advanced Medical Technology Association (AdvaMed) and the Medical Device Manufacturers Association (MDMA). Members of MDIC share a vision of providing U.S. patients with timely access to high-quality, safe and effective medical devices.

In September 2016, the FDA awarded a grant for the National Evaluation System for health Technology (NEST) Coordinating Center (NESTcc) to MDIC. The mission of NESTcc is the creation of structures for responsible sharing and efficient analysis of real-world evidence to inform and empower patients, accelerate medical device innovation, and improve health care outcomes. Stakeholders across the medical device ecosystem stand to benefit from improved use of real-world evidence (RWE) generated in the routine course of care.

Position Overview

The Executive Assistant is responsible for supporting the administrative needs of the NESTcc Executive Director and for senior staff. This includes administrative support for travel and events, correspondence, material development, production and distribution, record maintenance, and meeting scheduling. The primary responsibility will be supporting the administrative needs of the Executive Director, including responsibility for her calendar.

The individual must have strong communications skills and experience supporting meetings and events; be technically adept with administrative IT tools such as the Microsoft Office product suite. The person must be highly organized and detail oriented, with the ability to take appropriate initiative. The person must be able to work well in a fast-paced quickly evolving environment. This position will have exposure to national leaders in the patient, medical device industry, academic and regulatory institutions and organizations.

Objectives and Responsibilities

- Provide detailed calendar management, scheduling support, and general administrative support for the NESTcc Executive Director and senior staff, including correspondence, travel, meals and lodging, meeting materials, and expense reporting



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- Prepare the necessary information to support the Executive Director and senior staff for internal and external meetings, including all logistics information
- Manage the travel arrangements and reimbursements for the Executive Director and senior staff, including transportation (domestic and international) and accommodation
- Collaborate with external stakeholders regarding meeting logistics, presentation invitations, and meeting preparation
- Ability to proof and finalize correspondence and documents on behalf of the Executive Director and senior staff
- Ability to handle sensitive and confidential information in a highly professional manner
- Monitor all email communications and the calendar for the Executive Director, exercising judgment to forward messages to the appropriate staff person as needed to transmit decisions, instructions, and requests
- Provide additional support to the Executive Director, as needed
- Complete assigned deliverables in consultation with the Deputy Director

Requirements

- Bachelor of Science/Arts degree or equivalent experience
- 3-5 years of experience supporting C-level executives, including Board reporting relationships or equivalent experience
- Experience supporting multiple senior leadership positions
- Ability to coordinate multiple priorities and prioritize tasks and complete tasks in a timely manner
- Ability to work in a fast-paced environment with multiple demands
- Experience supporting the development of processes and materials to support broad business initiatives
- Ability to follow an expense policy in alignment with federal funding requirements, prior experience working with federal funding is preferred
- Use and maintain strict confidentiality, discretion, and judgment in dealing with confidential, sensitive and controversial issues in all aspects of work
- Excellent computer skills, including Microsoft Office
- Excellent organizational skills with impeccable attention to detail
- Excellent verbal and written communication skills with the ability and comfort to interact professionally with staff, board members, and stakeholders
- Excellent interpersonal skills
- Experience identifying and coordinating relationships with professional services vendors/consultants
- Ability to follow-up and follow through on actions as necessary

Other Skills/Abilities

- Professional experience in MedTech or Life Science industry preferred
- Ability to be flexible and work collaboratively as a team within a dynamic, start-up work environment
- Interest in the medical device industry and enterprise with a willingness to engage in continuous learning and professional and personal growth



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- Interest in working and engaging with different stakeholder groups
- Experience with a variety of web based tools including SalesForce, RingCentral, Box.com, Expensify, Zoom and ability to adapt to new collaborative technologies as they become available
- Self-motivated, self-directed and a quicker learner
- Experience working with virtual teams is a plus
- Some minimum local travel might be required

Reporting Relationships

- The employee will report to the NESTcc Deputy Director
- Works closely with the Executive Director, Deputy Director, Director of Data Network and Project Managers to support overall goals and objectives

NOTE: This scope of services is not intended to be all-inclusive. Individual may be asked to perform other related duties as required to meet the ongoing needs of the organization.

To apply, please submit a resume and cover letter by email to: careers@mdic.org