

## Executive Administrator

We are seeking an organized, efficient, creative individual to serve as an Executive Administrator. This role is ideal for someone who enjoys variety and excels at creative problem-solving. You will support our leadership with excellent communication, attention to detail, follow-up, and follow-through on all projects to ensure member satisfaction. Each day will bring new challenges and opportunities to improve upon our member services. In this role, it will be your mission will be to ensure efficiency and a smooth, welcoming, and supportive experience for our members, authors, editors, and fellow team members.

The ideal candidate will be an extraordinary team player with excellent planning and organizational skills and outstanding customer service. Excellent written and verbal communication, strong judgment, and a high sense of efficiency are critical for this role.

### What's in it for you?

At FPIN, we care about our team members and their well-being. Our small, close-knit team is highly engaged and committed to an elevated workplace culture. In addition, we offer:

- Work/life balance: We offer a hybrid work environment that allows up to three days per week of working remotely.
- Competitive starting salary
- Medical, dental, and vision insurance
- A Lifestyle Savings Account to support overall health and well-being
- Staff teambuilding events and ongoing professional development
- Qualified employer for Public Service Student Loan forgiveness
- Paid vacation, wellness, and holidays

### As an Executive Administrator, you will:

- Oversee day-to-day operations of our scholarly writing project while also administratively supporting our international medical journal's Editor-in-Chief and Managing Editor.
- Collaborate with physician leaders to improve the quality of services.
- Work collaboratively through the publishing process: Process manuscripts and manage manuscript deadlines, provide copyediting and quality assurance, and distribute subscriber data to our global publisher.
- Support the planning, marketing, and execution of events.
- Handle member communication, including website content, email distribution, member newsletters, and surveys.
- Provide administrative support for our Executive Director with ongoing projects.

## You are the perfect candidate if you can demonstrate:

- College degree OR 3 consecutive years of experience in a nonprofit, academic, or medical setting
- 3 years of proficient experience regularly using Microsoft Excel and Outlook
- Track record of verifiable success in past professional or academic experiences (supported by reference checks or college GPA)
- Excellent written communication
- Proofreading skills and experience

## Other requirements:

- Live in or be willing to relocate to the Columbia, MO area (Candidates who live within a 3-hour driving radius of our office will be considered if they are willing to work in the office 5 days per month.)
- Willingness to travel (3-12 nights per year)

## About Us:

**FPIN (Family Physicians Inquiries Network)** is a 25-year-old, national nonprofit medical society, academic consortium, and learning community committed to the purpose of improving the health of families across the globe. We do this by educating primary care clinicians in the core concepts of evidence-based medicine, guiding them through the development of rigorous scholarly works, and publishing manuscripts in prestigious medical journals including *American Family Physician (AFP)*, *Journal of the American Board of Family Medicine (JABFM)*, *The Journal of Family Practice (JFP)*, and FPIN's own international journal, *Evidence-Based Practice (EBP)*. FPIN's team member and volunteer culture has an impressive reputation achieving ranking in the Top 5% of Gallups Most Engaged Employees and winning the honor of the [2022 Kindness to Employees' Award](#).

## Diversity Statement:

The FPIN community embraces the charge of our aBIDE (accountability for Belonging, Inclusion, Diversity, and Equity) Committee, responsible for driving content that encourages health equity and antiracism through evidence-based medicine and ensuring we serve a diverse community of member programs. We are committed to the continual elevation our organizational culture and the work we produce by finding ways we can help better fulfill our core values.

Furthermore, FPIN holds a broad view of diversity, including life experiences, religion, race/gender, gender identity, age, sexual orientation, socio-economic status, and physical abilities. We believe that diversity and belonging work hand in hand to provide an authentic, collaborative environment and a compassionate culture that supports the professional development of every team member – staff and volunteer alike.