

Job Description: Assistant to the CEO

Overview:

This role requires a highly capable, motivated, and execution-oriented **Assistant to the CEO** for a growing healthcare consulting firm. This is a newly created role designed for a professional who is earlier in their career but ready to take on meaningful responsibility and grow alongside a hands-on CEO.

This is not a traditional Executive Assistant role, nor is it a Chief of Staff position. The CEO is deeply involved in both leadership and client work. This role functions as a true extension of the CEO, combining executive coordination with initiative ownership, cross-functional follow-through, and strategic support.

The Assistant to the CEO will attend select executive and client meetings, capture strategic direction, and help translate priorities into action by working closely with operational partners. The role requires discretion, sound judgment, and the ability to initiate work independently including drafting materials and communications in the CEO's voice. Over time, the scope of the role may expand based on performance and organizational growth.

This is a rare opportunity to gain close exposure to executive leadership, healthcare consulting engagements, and organizational decision-making.

Qualifications:

Executive Partnership & Priority Management

- Act as the CEO's primary operational partner, supporting execution of priorities across leadership, client work, and organizational initiatives
- Manage executive coordination (calendar, communications, travel) with strong judgment and strategic prioritization
- Serve as a gatekeeper by assessing requests, sequencing priorities, and protecting the CEO's time and focus
- Anticipate needs and prepare briefing materials to ensure the CEO is fully prepared for meetings, presentations, and engagements

Initiative Ownership & Workstream Management

- Drive CEO-sponsored initiatives by managing cross-functional workstreams, tracking progress, and ensuring accountability
- Translate strategic direction from the CEO into actionable next steps and coordinate execution with operational leaders and partners
- Track organizational priorities, deadlines, and deliverables on behalf of the CEO
- Proactively initiate projects and tasks, including drafting content, coordinating follow-ups, and advancing work without prompting

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Meetings, Representation & Strategic Capture

- Attend select executive, leadership, and client meetings as the CEO's representative or shadow
- Capture strategic direction, decisions, and action items and ensure timely follow-through
- Communicate professionally on behalf of the CEO when appropriate, representing intent, tone, and priorities
- Draft executive-level correspondence, summaries, presentations, and materials aligned with the CEO's voice

Communications & Organizational Support

- Actively manage the CEO's email inbox, including drafting responses, coordinating scheduling, and handling correspondence explicitly delegated by the CEO
- Prioritize, flag, and escalate communications based on urgency, sensitivity, and strategic importance
- Serve as a first line of response where appropriate, exercising discretion and sound judgment
- Support preparation, documentation, and follow-up for CEO-led client engagements
- Assist with new client onboarding activities and internal handoffs
- Interface confidently with internal leaders, consultants, clients, and external partners

Operational Effectiveness & Growth

- Support the development and refinement of workflows, systems, and processes that improve executive and organizational effectiveness
- Help maintain leadership cadence, including preparation for executive meetings, planning sessions, and offsites
- Contribute to the evolution of the role over time, with potential to assume expanded responsibility as the organization grows

Qualifications & Experience

- Bachelor's degree required (public health, healthcare administration, business, communications, or related field preferred); Master's degree preferred
- 3–6 years of professional experience supporting executives, leaders, or senior consultants in healthcare or healthcare-adjacent environments
- Healthcare industry experience required, with the ability to understand and work fluently with healthcare terminology, concepts, and context
- Demonstrated ability to draft presentations, written materials, summaries, and articles independently, including writing in the voice of an executive leader
- Experience initiating work products such as slide decks, briefing materials, executive summaries, or thought-leadership content
- Prior experience in healthcare consulting, professional services, healthcare administration, public health, or similar environments strongly preferred
- Proven ability to manage confidential and sensitive information with discretion and sound judgment
- Strong organizational, prioritization, and follow-through skills across multiple concurrent workstreams

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- Excellent written and verbal communication skills
- High proficiency with productivity, collaboration, and presentation tools

Personal Attributes

- High emotional intelligence with the confidence to act as a trusted extension of the CEO
- Proactive, curious, and eager to learn
- Strong critical thinking and problem-solving skills
- Detail-oriented with the ability to see the bigger picture
- Polished, professional, and calm under pressure
- Adaptable and energized by growth and change
- Interested in long-term career growth and expanded responsibility

Work Environment & Location

- Hybrid role with in-person presence required in San Diego, CA
- Must be local to San Diego, CA or adjacent area due to office and in-person need
- Occasional flexibility required to support executive priorities
- Occasional travel to conferences (approximately 10%)

Compensation & Contract-to-Hire Structure

This position will begin as a contractor role for an initial 90-day trial period with converting to full-time position based on performance, organizational needs, and role evolution.

Contract compensation range

Estimated full-time salary range upon conversion: Approximately \$90,000–\$110,000 annually, commensurate with experience and scope. Benefits eligibility to be discussed upon conversion to employment.

About the Organization

- Healthcare consulting firm with approximately 20 full-time employees and 5–17 consultants engaged at any given time
- Agile, mission-driven, and growth-oriented
- Works with healthcare organizations on complex, high-stakes initiatives
- Values discretion, accountability, excellence, and proactive leadership

Position Type	Full - Time, Exempt, Hybrid	Requirements	Occasional Travel
Reports To	CEO	Start Date	
Create Date	03/02/2026	Revision Date	03/02/2026
Approved By	Suzan Mora Dalen	Approved Date	03/02/2026