

Executive Assistant to the CEO

The EA to our CEO is a person who loves to proactively solve problems. They have the ability to comprehend the broad landscape of CEO responsibilities and to identify where and how they can "lighten the load" without having to be constantly directed. This person displays a high degree of emotional intelligence and situational awareness. Our CEO's ideal EA finds satisfaction in becoming indispensable behind the scenes. They have a habit of discretion, respect for others, and integrity. They are extremely organized in both their personal and professional lives. Ultimately, our CEO's EA finds deep meaning and purpose in loving God and loving people.

Responsibilities Include, But Are Not Limited To

- Handle competing priorities of the CEO's time, proactively anticipating and resolving potential scheduling conflicts to ensure nothing is missed
- Extensive and heavy strategic task management; requires constant attention to incoming Slack and email requests, ongoing coordination, etc. to ensure CEO is kept on schedule and on time
- Manage external speaking invitations and coordinate appearances, including creating and preparing presentation decks and speaker notes
- Carefully plan all travel arrangements including flights, hotels, ground transportation; coordinating with local partners, obtain visas, passport renewals, vaccines, or any other travel documents
- Manage follow-ups from trips/meetings/appearances: organize notes, research, correspondence
- Coordinate personal responsibilities as needed
- Write and send thank you notes and other appreciation on behalf of the CEO
- Plan and attend meetings when needed to take notes and action follow up items
- Resolves expenses monthly

Who you are

- 4+ years experience as primary support to an executive in a high volume environment
- Comfortable working at a very fast pace; flexibility is a must
- Proven ability to successfully juggle and prioritize multiple tasks and projects
- Excellent written and verbal communication skills
- Strong emotional intelligence, self awareness, confidence and professional maturity
- Strong project management skills; one who thinks ahead and anticipates needs
- You're never satisfied with the status quo and always thinking "how can we do this better?"
- World class organizational and multitasking skills, attention to detail, and follow-through
- A proven ability to work with technology: excellent working knowledge of Google Suite, Microsoft Suite, the iOS/Apple ecosystem, and other organizational web applications (i.e., Peak15, Slack, Trello, etc.)
- Must be able to work onsite 5 days/week as needed and occasional travel as needed