

Job Description

TITLE: Executive Assistant

PROGRAM AREA(S): Administration

REPORTS TO: Founder and Principal

Out Leadership (OL) is a global LGBT+ business advisory company, partnering with the world's most influential firms to build business opportunity, cultivate talent, and drive equality forward. Including LGBT+ people at all levels powerfully benefits bottom lines. We help companies realize their Return on Equality™. Out Leadership is a certified B Corp. For more information about our global initiatives or to learn about our advisory work, please visit www.OutLeadership.com.

DESCRIPTION

Out Leadership is searching for an experienced, reliable and task-oriented Executive Assistant (EA) who will work directly with OL Founder and Principal, Todd Sears, with opportunities to collaborate with OL Staff. The EA will be responsible for providing personalized administrative support on a one-to-one basis on a variety of tasks related to the Founder and Principal's work-life and communications in a well-organized and timely manner. The ideal candidate is highly self-motivated, professional, responsive and capable of managing a heavy workload and prioritizing tasks in a fast-paced, global corporate environment. Ideally, the candidate would have experience creating structures to increase efficiency especially around time management, meeting tracking and follow-up and contact management for the Founder. In addition to coordinating the Founder and Principal's internal calendar, the EA must be capable of scheduling and coordinating up to fifteen meetings with external principals a day, overseeing a high-volume of the Founder and Principal's communications and follow-ups, and coordinating a busy global travel schedule. The ideal candidate will be accustomed to an always-on work environment, helping the Founder manage calls and emails in early mornings and evenings (with Hong Kong, Sydney, etc.).

RESPONSIBILITIES

- Maintains all aspects of the Founder and Principal's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and assists in arranging travel and accommodations.
- Provides sophisticated calendar management. Prioritizes inquiries and requests while troubleshooting conflicts with little guidance; makes judgments and recommendations to ensure smooth day-to-day engagements.
- Reads, researches, and routes correspondence for the Founder and Principal; drafts letters, emails and documents; collects and analyzes information; initiates telecommunications.
- Manages meeting preparation, including research, materials and updates, as well as tracks meeting follow-up.
- Manages and tracks Founder's extensive professional and personal contact network.

- Screens phone calls, inquiries and requests, and handles them when appropriate.
- Organizes and maintains the team calendars and appointments.
- Assists in the preparation of internal and external corporate documents for team members and industry partners.
- Attends and assists with corporate events to take place outside of the workplace, and staff appreciation events.
- Maintains an organized filing system of paper and electronic documents.
- Upholds a strict level of confidentiality.
- Develops and sustains a level of professionalism among staff and clientele.

REQUIRED SKILLS

The ideal candidate will have:

- Proven experience an Executive Assistant reporting directly to senior management, as an executive assistant, senior executive assistant or in other administrative support role
- Demonstrable ability to handle travel logistics
- Exceptional interpersonal and relationship skills
- High-level verbal and written communications skills
- Strong attention to detail
- Exceptional prioritization, organizational, project management and problem-solving skills with the ability to multi-task in an efficient manner
- Self-starter who can take initial direction on a project, assume ownership of it, and produce high quality work, collaborating with team members as necessary Advanced Google for Business skills (G-Mail, Google Calendar, Docs, Sheets, *etc.*), with an ability to become familiar with firm-specific programs and software, with competency in Asana preferred
- Ideally a strong competency of CRM platforms like Salesforce and Asana
- Background (or proven interest) in the for-profit sector
- A bachelor's degree from an accredited institution is preferred, though not required

LOCATION

The EA will be based in OL's global headquarters in New York City.

COMPENSATION

Out Leadership offers competitive compensation commensurate with experience, including a competitive benefits package with paid time off, 401(k) and a 90% covered health plan.

NEXT STEPS

Interested applicants should send any questions or a cover letter and resume to Jeff Li, at Jobs@OutLeadership.com

Equal Opportunity Employer

Out Leadership is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity (“EEO”) laws. Out Leadership strictly prohibits discrimination against any employee or applicant for employment because of the individual’s race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

Out Leadership is especially interested in applicants that reflect the full diversity of the community we serve. Immigrants, people of color, transgender and gender nonconforming people, intersex people, and people of different abilities are strongly encouraged to apply.

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