



## *Job Description*

TITLE: Executive Assistant (EA) / Office Manager

PROGRAM AREA(S): Administration

REPORTS TO: Founder and Principal

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Out Leadership is the global LGBT+ business network CEOs and multinational companies trust to generate Return on Equality®.

We create global executive events and insights that help leaders realize the economic growth and talent dividend derived from inclusive business, and convene groundbreaking talent accelerators: *OutNEXT*, the first global leadership development program for the next generation of LGBT+ talent; *Quorum*, which seeks to advance LGBT+ diversity in corporate governance; and *OutWOMEN*, which convenes and celebrates LGBT+ women in business.

Out Leadership is a certified B Corp. For more information, please visit [www.outleadership.com](http://www.outleadership.com)

### **DESCRIPTION**

Out Leadership is searching for an experienced, reliable and task-oriented Executive Assistant (EA) and Officer Manager who will work directly with OL Founder and Principal, Todd Sears, with opportunities to collaborate with the entire Out Leadership team. The *EA/Officer Manager* will be responsible for providing personalized administrative support on a one-to-one basis in a variety of tasks related to the Founder and Principal's work-life and communications in a well-organized and timely manner, as well as the day-to-day support organization and coordination of administration and office procedures.

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/Officer Manager* must be capable of scheduling and coordinating numerous meetings a day, overseeing a high-volume of the Founder and Principal's communications and follow-ups, coordinating a busy global travel schedule, making office supplies arrangements, greeting visitors and providing general administrative support to our employees. 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**

- Maintain all aspects of the Founder and Principal's schedule by planning and scheduling meetings, conferences, teleconferences, and assists in arranging travel and accommodations including personal requests.

# OUT LEADERSHIP

- Provide sophisticated calendar management. Prioritizes inquiries and requests while troubleshooting conflicts with little guidance; makes judgments and recommendations to ensure smooth day-to-day engagements.
- Organize and maintain the team calendars, team meetings, conference room booking and AV support, and appointments.
- Make all travel arrangements for the team.
- Serve as the point person for office manager duties including:
  - Maintenance
  - Mailing
  - Supplies
  - Equipment
  - Bills
  - Errands
  - Shopping
- Maintain the office condition and arrange necessary repairs.
- Address employees' queries regarding office management issues (e.g. stationery, hardware and travel arrangements).
- Provide general support for office visitors, screen phone calls, inquiries and requests, and handles them when appropriate.
- Liaise with facility management vendors, including cleaning, catering and security services.
- Attend and assist with corporate events to take place outside of the workplace, and team internal events and offsite retreats/activities.
- Maintain an organized filing system of paper and electronic documents.
- Uphold a strict level of confidentiality.
- Manage and track Founder's extensive professional and personal contact network.
- Develop and sustain a level of professionalism among staff and clientele.

## **COLLABORATION**

The *EA/Office Manager* reports to the Founder and Principal as well as the broad team around key priorities and projects.

The *EA/Office Manager* also work closely with:

- COO to organize office operations and procedures, coordinate on all office equipment maintenance and requests, coordinate with building facilities, set and confirm a weekly agenda, and set priorities across office management.
- CFO to ensure all items are invoiced and paid on time, support contract and price negotiations with office vendors and service providers, and coordinate office lease renewals.

# OUT LEADERSHIP

As a small, fast-paced, entrepreneurial company, Out Leadership thrives when its staff functions as a cohesive, collaborative team, working together to ensure the success of the company and its goals. To this end, every staff member is called upon to contribute to Out Leadership's success, which may mean fulfilling a role or duty not specifically listed in the employee's job description. This includes helping to maintain a tidy and professional shared workspace, staffing summits and events, identifying and supporting revenue-generating opportunities, and creatively contributing to strategic brainstorming sessions.

## **REQUIRED SKILLS**

The ideal candidate will be:

- Proven experience as an Executive Assistant reporting directly to senior management, as an executive assistant, senior executive assistant or in other administrative support role.
- Proven experience as an Office manager with knowledge of office administrator responsibilities, systems and procedures.
- 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.
- A creative mind with an ability to suggest improvements.

## **QUALIFICATIONS**

The ideal candidate will possess:

- A bachelor's degree from an accredited institution is preferred, though not required.
- 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.*), proficient in MS Office (MS Word and MS Excel) with an ability to become familiar with company-specific programs and software.
- Ideally a strong competency of CRM platforms like Salesforce and Asana.
- Background (or proven interest) in the for-profit sector.
- A shared commitment to Out Leadership's mission and values.
- Demonstrated sensitivity and respect for the cultural values, practices, beliefs, and social experiences of diverse communities.

## **LOCATION**

This *EA/Office Manager* will be based in Out Leadership'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) with a 4% employer match, and a 90% covered health plan.

### **NEXT STEPS**

Interested applicants should send any questions or a cover letter and resume to Wes Werbeck, COO, at [jobs@outleadership.com](mailto: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.