

September 10, 2019

## Executive Administrative Assistant to Founder and CEO

### **What we need:**

Would you like to help shape the future of a strategic communications firm only in its second year, with a reputation for high-touch, personalized client service, building strong partnerships and delivering results?

Do you have an entrepreneurial spirit, high energy and a love for bringing calm to chaos?

If you answered yes, and want to have a big impact working with a dynamic leader who has a bias for action, never stops thinking and prefers to implement big ideas sooner than later, please keep reading.

As the Executive Administrative Assistant, you will serve as critical support to our Founder and CEO, providing administrative support in select day-to-day needs and long-term projects and initiatives. In this new, exciting role, you will have the opportunity to interface with a diverse group of clients, manage projects and participate in community events while acting as a key representative of the Change Agent Communications Founder and CEO and her personal brand.

You will be responsible for keeping her organized, informed and on-schedule while supporting the firm's selective but growing client roster. This includes calendar and schedule management encompassing phone and video calls, appointments, meetings, presentations, travel, and effectively anticipating evolving needs.

You are the right fit for this position if you're a resourceful, confident problem-solver always looking to do things better and smarter, incredibly organized, proactive and scrappy and passionate about how your contributions help move the company forward. To be successful in this role, you must be able to work well under pressure, willing to take on unfamiliar tasks and possess the ability to pivot quickly and juggle lots of projects, none of which may look the same.

### *A Few must-haves for this position:*

- Attention to detail and strong oral and written communication skills (Clear and concise)
- A high-level of respect for confidentiality
- Good judgment and decision-making capabilities
- solid planning & organizing skills with a record of successful task completion
- The motivation to work independently and prioritize multiple tasks
- An innate ability to be heard when it matters most

- Proficiency with Microsoft Outlook, PowerPoint, Word and Excel.
- Strong interest in learning and mastering software related to PR and social media.

Several nice-to-haves for this position

- Demonstrable experience in providing support to senior leadership via e-mail, phone and in-person
- Budget management and familiarity in working with senior internal and external corporate executives
- Invoicing, organizing receipts/records and information related to billing

**Qualifications:**

- Bachelor's Degree and prior administrative experience supporting C-level executives
- Relevant work experience in a startup or other company with similar pace
- Resourcefulness – you know how to get the job done!
- Strong interpersonal skills and the ability to handle sensitive and confidential situations
- Extreme attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Flexibility – you're able to tackle and manage a variety of projects simultaneously – but

This will start off as a part-time contract position with 10--20 hours per week and location flexibility.

**About us**

Change Agent Communications helps organizations communicate change, when the stakes are high and when they have stories to tell. We are a relationship-based agency with clients coming to us for PR, social media strategy and all-around communications and marketing support. The agency was founded by Angela Connor, a 16-year news veteran and seasoned agency executive. Connor created the agency for the sole purpose of continuing and building upon her legacy:

- ushering organizations through change,
- pushing when they need to be pushed,
- introducing new and contrarian ways of thinking,
- placing laser-focus on the audience

...and helping brands meet people where they are with the right message in the right medium at the right time.



**Interested? Email Angela with an introduction and compelling reason why you're the one for the role, along with a resume at [Angela@changeagentcommunications.com](mailto:Angela@changeagentcommunications.com).**