

**Executive Assistant**  
**S Joye & Associates ([www.simonejoye.com](http://www.simonejoye.com))**

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*About the Role* – Based in the DMV area. Position is remotely.

The Executive Assistant is a motivated, thoughtful, and organized professional with excellent writing, collaboration, and communication skills. The Executive Assistant will provide a high level of organizational and administrative support to the CEO and consulting team as needed. The role will work remotely).

As the representative of the CEO to internal and external partners – including current and prospective clients, members of the press, and staff– this person will have boundless energy and the ability to focus on details while prioritizing and completing multiple tasks in a skillful and timely fashion.

The Executive Assistant must be proactive and take initiative in identifying problems and devising solutions and have the flexibility and resilience to help implement those solutions with a strong sense of judgment, discretion, and tact. This role requires substantial administrative duties, making strong organizational skills and attention to detail essential. In every aspect of their role, the Executive Assistant will demonstrate sensitivity in presenting a racial equity lens, and be committed to proactively engaging in learning, conversation, and reflection around race, equity, and cultural competence. This position reports directly to the CEO.

*Essential Duties and Responsibilities Administrative Support to the CEO*

- Serve as point person for the CEO, including managing all internal and external requests, questions, and materials.
- Receive and screen all incoming communications and/or visitors (if/when we return to a physical office) to CEO and ensure appropriate follow-up
- Manage the CEO's relationships with current and prospective clients
- Perform all necessary administrative support to the Executive Office, including preparing expense reports, logging time, and filing key documents
- Manage and improve systems and processes on a proactive basis to enable the CEO to work more efficiently and productively
- Organize all meetings and relevant materials for the CEO and Management Team
- Take minutes at meetings, prepare and distribute summary action reports, and monitor follow-up as needed with relevant stakeholders
- Provide insights on organizational support and be prepared to work with all staff and consultants to implement organization-wide initiatives
- Draft, proofread, and edit materials for distribution on behalf of the CEO
- Organize and maintain files for the CEO and organization

*Qualifications and Experience* - Experience providing administrative support in a dynamic, high-energy, collaborative, environment - Exceptionally organized, detail-oriented and able to manage multiple tasks and prioritize as necessary - Flexible work style with the ability to manage tight deadlines and shifting priorities - Strong research and analysis skills - High level of professionalism with attention to maintaining sensitive and confidential information - Track record of demonstrating sound judgment by making appropriate decisions, exercising discretion, and knowing when to take initiative - Proficient in Microsoft Office applications, particularly Excel and PowerPoint

*Compensation* - The salary range for this position is \$45,000- \$55,000 plus generous benefits including 20 PTO (paid time off)

*How to Apply* - For consideration, please send your resume and cover letter to [ceo@simonejoye.com](mailto:ceo@simonejoye.com) and indicate "Executive Assistant" in the subject line. No telephone calls please.

*S Joye & Associates LLC is an equal opportunity employer and complies with the Americans with Disabilities Act.*