

THE CEO COUNCIL

Executive Assistant to CEO

Part-time, flexible, day-time hours: approx. 8 hours/week
Primarily remote / work-at-home with high-speed internet access required
Some in-person meetings in West Hartford, CT, plus regular Zoom meetings

About Us:

- We are a CEO membership organization—members are the chief executives: CEOs, Presidents, Business Owners, Nonprofit Executive Directors & Managing Partners, etc. of small, medium & large organizations with 10 to 10,000 full-time employees.
- Learn more at www.TheCEOCouncil.com

Our Mission:

- Better leadership means better workplaces with happier, healthier, and more engaged employees, customers, and vendors. Caring and effective leaders have a significant, positive impact on their employees, the local economy, and the quality of life in the communities where their businesses operate.

Key Responsibilities/Duties:

- Provide administrative, communications, and organizational support to the CEO.
- Work closely with the CEO to ensure accurate, timely, and efficient communication with CEO Council Members, Prospective Members, Directors/Moderators, and Sponsor Executives.
- Support the CEO in the scheduling and confirmation of phone, Zoom, and in-person meetings.
- Manage an evolving list of to-dos, action items, and projects to ensure punctual deliverables.
- Assist the CEO in meeting planning and preparation of supporting documents.
- Assist with vendor relationships and communications.
- Maintain expense reports and periodically assist with bookkeeping needs.
- Help maintain the membership database (both in Excel and online).

Candidate Requirements:

- Polished, professional demeanor and proven experience working with top business executives.
- Highly proficient in Microsoft 365 Word, Excel and Outlook. Experience with Zoom calls.
- Very tech-savvy PC user and quick to learn new software and app functionalities. High level of comfort working with files on Microsoft OneDrive.
- Comfortable communicating with CEOs and their executive assistants is critically important. Direct experience supporting senior executives is preferred.
- Outstanding organizational skills with attention to details, shifting priorities, and deadlines.
- Highly effective at safeguarding sensitive and confidential information and adhering to secure communication protocols.
- Confidence and clarity in verbal and written communication and self-expression.
- Team player with excellent collaboration and interpersonal communication skills. Flexible and adaptable with a positive attitude and a penchant for creative problem solving.
- Highly effective at proofing and editing complex-formatted word documents.
- An eagerness to learn and readily welcome new challenges.

Compensation:

- Starts at \$30/hour for a candidate with solid experience, capabilities. Type of employment—work as a 1099 vendor is preferred; working as a salaried employee is OK.

Benefits:

- Primarily remote with very flexible work hours
- Opportunity to learn and increase business skills
- Contribute to society as part of an organization that is helping CEOs grow and evolve as caring and effective leaders who create healthy workplace cultures and thriving organizations.

Apply:

- Send a brief email cover letter (with a PDF of your Resume attached) to: admin@TheCEOCouncil.com