



Position Announcement

Executive Assistant April 2020

Are you passionate about working with socially progressive non-profits? Then join our team!

O'Brien Garrett is an award-winning direct response fundraising agency looking for an experienced Executive Assistant to provide executive level support to the CEO, assist in organizing internal events, and ensure the team has the resources they need to be successful. This person keeps the trains running by managing the CEO's calendar, communicating with contacts, managing appointments, and anticipating scheduling needs.

The ideal candidate will be proactive, responsive and prompt, and approach their work in a systematic and organized way. They will display sound judgment in a variety of situations, exhibit strong written and verbal communication skills, and be fiercely organized. It's important that the Executive Assistant is creative in problem solving, has the ability to balance multiple priorities, and is able to complete special projects independently.

O'Brien Garrett is a collaborative team environment that encourages professional growth. You'll work side-by-side with a talented group of professionals committed to helping forward-thinking organizations realize their fullest potential. Headquartered in Washington DC, we also have a New Orleans office located in the Bywater.

Responsibilities

The Executive Assistant will work with the Operations Department to ensure that the CEO and the New Orleans office have the support needed to be effective. Key duties will include:

- Organize and prioritize the day-to-day functions and calendar for the CEO
- Work with our third-party firm to book logistically-sound travel arrangements for CEO and fully preparing her for upcoming trips
- Managing the CEO's expense reporting
- Support CEO with scheduling and logistics for focus groups, phone surveys and online surveys
- Act as a point of contact for internal and external stakeholders

- Actively design and implement systematic processes to help improve efficiency of the CEO and the day-to-day operations of the New Orleans office
- Plan, manage, and execute internal events and special projects as needed

Skills Required

- Previous experience scheduling or managing logistics required
- Exceedingly organized with the ability to prioritize multiple tasks with excellent attention to detail
- Strong interpersonal skills and a knack for building relationships with stakeholders including internal staff, clients, and vendors
- Confidence and professionalism when engaging with a variety of contacts ranging from client leads to high-level public officials
- Resourceful and independent
- Excellent written and verbal communication skills
- Experience with Microsoft Office, Google Apps, OSX, and Microsoft Windows required
- Discretion and professional approach to sensitive information
- Enthusiasm for a team-based work environment
- Background in direct marketing or fundraising preferred but not required

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.