



## **Position Announcement**

### **Executive Assistant June 2022**

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 Executive Assistant to provide executive level support to the CEO, coordinate travel and focus group logistics, assist with research projects, 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, can quickly learn and adapt to new technologies, and is able to complete special projects independently. This an excellent opportunity to gain knowledge about the progressive advocacy and fundraising field while working closely with the CEO of one of the top agencies in the country.

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 as well as remote staff nationwide.

#### **Essential Functions**

The Executive Assistant will work with the Operations Department to ensure that the CEO and has 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
- Manage 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
- Plan, manage, and execute special projects as needed

### **Candidate Attributes**

The successful candidate will have some combination of the following attributes:

- Previous experience scheduling or managing logistics
- 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 figures
- Resourceful and able to work independently
- Excellent written and verbal communication skills
- Technologic savvy, experience with Google Apps, OSX, and Microsoft Windows required
- Knowledge of Slack and Asana preferred
- Discretion and professional approach to sensitive information
- Enthusiasm for a team-based work environment
- Background or interest in direct marketing, fundraising, and/or advocacy work preferred

### **To Apply**

Please submit a detailed cover letter, your resume, and the contact information for three references as one PDF to [jobs@obriengarrett.com](mailto:jobs@obriengarrett.com) using “Executive Assistant” with your name as the subject of your email (e.g., Executive Assistant – Jane Doe).

Our client work often focuses on policies that impact the most marginalized people in society — including people of color, people from disadvantaged communities, women, and LGBTQ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

O’Brien Garrett offers competitive salaries and a comprehensive benefits package including health benefits, flexible schedules, paid time off, 12 paid holidays, transportation stipend, and 401(k). Candidates must work out of the New Orleans office.