

Executive Assistant & Special Projects Coordinator [Virtual]
Fully Remote, State of Virginia based
Veteran Friendly
Full Time – 40 hours
This position is fully remote – Preference: candidate is based in the State of Virginia

The Virginia Ready Initiative, or VA Ready, is a dynamic new partnership focused on retraining Virginians whose employment was disrupted by COVID-19 for in-demand jobs in high-growth industries – and with some of Virginia’s best companies, too.

Self-starters capable of independently identifying and filling needs thrive in VA Ready’s fast-paced environment. If you are someone who enjoys an entrepreneurial, innovative, and collaborative environment and want to be part of a pioneering, business-led partnership, read on.

About this Role

VA Ready is looking for a full-time virtual administrative professional to assist our growing non-profit. Day to day duties consist of helping with organizing data, assisting with marketing strategies, preparing information for meetings, updating, and maintaining client information files, business development research, calendar management, and helping with other client initiatives and special projects. The Executive Assistant & Special Projects Coordinator must provide continuous clear communication about task status, needs, and questions to staff. This person will play a key tactical role for both Scholars and Partners as it relates to job placement and assist in Business Partner development related activities.

Reporting to the Chief Executive Officer, the Executive Assistant & Special Projects Coordinator will provide a high-level professional administrative service by working on tasks and projects as assigned by the CEO and Partnerships Manager, ensuring they are executed on time and to the highest level of quality. This person plays a central role in identifying, prioritizing, and managing a wide scope of projects.

What are we looking for?

The ideal Executive Assistant & Special Projects Coordinator possess the following qualities:

- Have a Service Mindset: Committed to doing a task better than the CEO could do it themselves by anticipating needs and putting yourself in the CEO’s shoes to meet their needs.

- Think Critically: Able to understand the problem the CEO is looking to solve and structure how to solve the problems to meet their needs. Get to a Solution: Find a way to get tasks done by moving past common roadblocks to complete the tasks.

- Be Resourceful: Proactively find and leverage all available resources to deliver the best results for the CEO.

- Communicate Professionally: Builds trust by communicating effectively and professionally.

Desired Skills and Attributes:

- Clear, precise, excellent, proactive, and professional written and verbal communication skills
- Ability to organize and effectively prioritize tasks
- Must have meticulous attention to detail
- Capable of responding to stress in a fast-paced environment
- Strong interpersonal skills and ability to quickly develop working relationships
- Affable and enthusiastic attitude towards teamwork
- Internet/Web savvy

Qualifications:

- Education: Associate (preferred) or a minimum of 5 years' experience as an Executive Assistant to C-level executives.
- Calendar management: 3 Years (Preferred)
- Inbox Management: 3 Years (Preferred)
- Microsoft PowerPoint: 1 year (Preferred)
- Preferred experience working with C-level executives.
- Proficiency with Google Suite and Google Calendar, and fluency in Microsoft Office
- Proficiency with a task management program such as Trello or Asana
- Preferred experience with a social media management program such as Hootsuite and WordPress
- Reliable Internet connection, computer, and phone
- Preference that the person is based in the State of Virginia
- Must be legal to work in the US.

COVID-19 considerations: remote position

VA Ready is an Equal Opportunity / Affirmative Action Employer.

VA Ready recognizes that diversity and inclusivity are essential to creating a dynamic, positive, and high-performing educational and work environment. We welcome applicants who can contribute to the VA Ready's commitment to excellence created by diversity and inclusivity.

Send Resume & Cover letter to: carol.jensen@vaready.org