

## CEO Executive Assistant & Administrative Manager – Part-time

### Position: Executive Assistant to the CEO

- Part-time, flexible schedule: approx. 10 hours/week
- Primarily remote (high-speed internet access & required)
- Monthly, in-person meetings in the Providence/Warwick, Rhode Island area.

### About Us:

- The Rhode Island CEO Council is where Rhode Island CEOs build high-value relationships, safely engage in candid, off-the-record conversations with top decision makers, gain new leadership ideas directly from renowned experts, receive unbiased decision support from their peer CEOs, hone critically important leadership skills, and have ongoing opportunities to impact the future of Rhode Island.
- Growing CEO membership organization.
- Learn more at [www.CEOCouncilRI.org](http://www.CEOCouncilRI.org)

### Mission:

- We are making Rhode Island and the world a better place by bringing chief executives together to share peer knowledge and experience with the goal of increasing each chief executive's leadership performance. Why? Better leadership means better workplaces with happier, healthier, and more engaged employees, customers, and vendors. Empowered organizational leaders – and those who support them – have a significant, positive impact on the local economy and the quality of life in the communities where their businesses operate.

### Key Responsibilities/Duties:

- Provide administrative, communications, and event support to the CEO.
- Work closely with the CEO to ensure accurate, timely, and efficient communication with the board members, the leadership team, and CEO Council members. Records and distributes meeting minutes for CEO Council leadership meetings.
- Provide logistical, scheduling coordination, business development, sales, and process improvement support to the CEO and leadership team. Manage an evolving list of action items and projects to ensure punctual deliverables.
- Assist the CEO and leadership team with monthly meeting planning, setup, and facilitation. Greet, sign-in, and direct member CEOs to their seats upon their arrival, displaying a high degree of professionalism. Ensure organization of meeting materials and the timely flow of meeting agenda items.
- Manage some vendor relationships and communications.
- Assist the CEO and members with the membership application process, fulfilling requests for forms and payment confirmations as needed.
- Maintain expense reports and periodically assist with bookkeeping needs.

### Candidate Requirements:

- Polished, professional demeanor and experience working in business professional settings.
- Comfort in working with CEOs is critically important. Direct experience supporting C-level executives is preferred.
- Outstanding organizational skills, attention to detail, and ability to successfully multi-task with multiple priorities.
- Comfortable with safeguarding sensitive and confidential information and adhering to secure communication protocols.
- Confidence and clarity in verbal and written communication and self-expression.
- Highly detail oriented and meticulous organizer.
- Proficient in Microsoft 365 Word, Excel and Outlook. Experience Zoom or Teams. General familiarity with LinkedIn and YouTube, etc.
- Tech-savvy and quick to learn new software and app functionalities. High level of comfort with internet-based research.

- Team player with exceptional collaboration and interpersonal communication skills. Flexible and adaptable with a positive attitude and a penchant for creative problem solving.
- Marketing and Communications experience a big plus.
- An interest in business development, innovation, and entrepreneurship, with an eagerness to learn and readily welcome new challenges.

**Compensation:**

- TBD, based on candidate's experience and capabilities
- Compensation increases to be awarded based on performance

**Benefits:**

- Very flexible work hours
- Primarily remote
- Travel expense reimbursement
- Opportunity to work with an exceptional group of CEOs and business leaders
- Direct mentorship by a seasoned leader
- Opportunity to work with an award-winning organization: the RI CEO Council was Awarded Providence Business News' 2022 Innovative Company Award for Innovative Collaboration
- Opportunity to meet and learn from CEOs, state policy makers, consultants, coaches, and industry leaders
- Opportunity to assist with and attend exclusive CEO+1 social events
- Contribute to a better Rhode Island 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 cover letter by email with a PDF of your Resume attached to: [info@CEOCouncilRI.org](mailto:info@CEOCouncilRI.org)