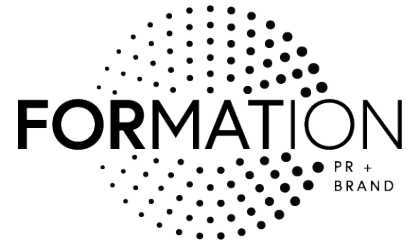


EXECUTIVE ASSISTANT (VIRTUAL)

ABOUT FORMATION PR + BRAND

Founded in 2007 by Erica Allison, [Formation PR + Brand](#) is a strategic communications agency specializing in public relations and branding. The team is guided by a simple mission: **Listen. Create. Empower. Impact.**



Formation PR + Brand offers brand strategy and development, crisis management, public relations management and strategy, communications planning, web development and content strategy, and media buying. Our clients — many of whom have partnered with us for more than 10 years — work primarily within the fields of higher education and community colleges, nonprofit and philanthropy, regional and economic development, and healthcare. We are honored to support our clients who are committed to creating a positive impact — both socially and economically — throughout their communities and regions.

Formation PR + Brand strategically partners with its clients to create transformative work, empowering them to advance their brand's potential long after we have completed our work. Our team begins every engagement with deep immersion into our client's ecosystem to develop a full understanding of their unique organizational model, their goals, and the nuances of their target audiences.

THE POSITION

Formation PR + Brand is currently looking for a **Virtual Executive Assistant** to be a supportive force who empowers our senior leadership. Reporting directly to the CEO, this person will provide high-level executive support in a one-on-one working relationship. The executive assistant will serve as a liaison to the Formation team and clients, organize and coordinate executive scheduling, correspondence and outreach and may be tasked with overseeing special projects.

This person must be creative and enjoy working within an entrepreneurial environment. The ideal candidate will have the ability to exercise good judgment in a myriad of situations, possess impeccable written and verbal communication skills, have strong administrative and organizational skills, and be able to maintain a realistic balance among multiple – and often competing – priorities and scheduling needs.

OBJECTIVES

- Plan and orchestrate work to ensure that the CEO's priorities are met, organizational goals are achieved, and best practices are upheld.
- Manage communication with employees and clients by liaising with internal and external teams on various projects and tasks.

RESPONSIBILITIES

- Maintain the daily calendar of meetings and events for the CEO, including both professional and personal scheduling.
- Organize complex calendars and schedules resolving any scheduling issues and ensuring the CEO has adequate time to prepare and debrief for client meetings.
- Draft and prepare correspondence to clients on behalf of the CEO, eventually acting as a ghost-writer for select CEO correspondence.
- Prepare agendas, presentations, client backgrounds and bios and other special projects in support of the organization's objectives.
- Conserve the CEO's time by reading, researching, collecting and analyzing information as needed, in advance.
- Attend client and internal meetings as needed to capture meeting notes and distill meeting takeaways with the CEO.
- Assist the CEO in prioritizing daily and weekly tasks.
- Manage travel logistics and activities, including accommodations and transportation.
- Maintain established filing systems within the ecosystems of the organization.
- Manage the CEO's contacts.
- Manage all matters with a high level of professionalism, confidentiality and discretion especially decisions directly impacting our client needs and the operations of the company.

REQUIRED SKILLS AND QUALIFICATIONS

- Four or more years of experience in an administrative role reporting directly to upper management or CEO.
- Excellent written and verbal communication skills.
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects.

- Proficiency with office productivity tools, specifically Google Suite, AirTable and Monday, with an aptitude for learning new software and systems.
- Flexible team player, willing to adapt to changes and unafraid of challenges.
- Ability to maintain confidentiality of information related to the company and its employees.
- Marketing and PR experience is not required, but would be a plus!

COMPENSATION AND BENEFITS

This is a contract position. No benefits are provided and compensation is commensurate with experience.

WORK LOCATION AND SCHEDULE

This is a virtual position with an average of 10 hours per week.

TO APPLY:

Please submit your resume via email to info@formationpr.com. We will not accept resumes via in-person drop-ins or over the phone.