



EXECUTIVE ASSISTANT

Well-being & Equity (WE) in the World is seeking an Executive Assistant - This position provides multi-faceted administrative support and assistance to the Chief Executive Officer (CEO) to ensure effective use of her time and productive interactions with staff and the public. In addition, this position manages the executive's schedule, meeting preparations, follow-up tasks, and complex travel arrangements. This experienced-level position offers an excellent opportunity to help advance an innovative health equity program with a diverse, agile, passionate creative, and exceptionally committed team. This is a virtual home-based remote position with limited travel.

About Well-being & Equity (WE) in the World

[WE in the World](#) is made up of a diverse team of change agents who are passionate about igniting transformation for well-being and equity in the world. We bring decades of experience and trusted relationships working with hundreds of organizations and communities around the world. We believe that expertise and the potential to create change lies among those with lived experience, not just with academics and high-ranking professionals. Our team aims to boost localized, community-led change and assist leading organizations by developing frameworks and tools, building strategic networks, and scaling solutions that improve well-being and equity over generations. We've helped projects all around the world, ranging from transforming systems to better support people with mental health and addictions in Delaware to prison reform in Guyana, from youth empowerment in the Gambia to generational poverty in Texas. We recently served as a lead author for the Springboard for Equitable Recovery and Resilience for the Centers for Disease Control and FEMA.

MAJOR AREAS OF RESPONSIBILITY

- Provides multi-faceted administrative support and assistance to ensure effective use of an executive's time and productive interactions with staff and the public.
- Handles a wide range of administrative and support tasks and independently initiates and implements processes to manage projects, information, and people.
- Manages the CEO's schedule, meeting preparations, follow-up tasks, and complex travel arrangements.
- Conducts research and information gathering on behalf of the executive and prepares summaries and reports.
- Develops positive and strategic relationships at all levels of the organization.
- Uses discretion, judgement, and knowledge of the organization to facilitate the executive's activities and maintain confidentiality.
- May be responsible for providing support to other staff or projects as needed.

PREFERRED ADDITIONAL QUALIFICATIONS AND COMPETENCIES

- Excellent organizational and project management skills and technological capabilities
- Ability to be agile, analytical, efficient and resourceful while maintaining close attention to detail
- Strong emotional quotient skills to build meaningful and productive professional relationships with colleagues and stakeholders of all levels
- Exceptional verbal, interpersonal, and written communication skills



- Excellent computer skills including Microsoft Word, Excel, PowerPoint, Outlook, Internet, Zoom, etc.
- Ability and skill to drive and achieve quality results within complex, time constrained goals
- Ability to focus and produce in a remote environment
- Commitment to WE Values

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree is required, or you can substitute with four additional years of related experience.
- 4+ years of Executive Assistant or related experience in the following:
 - Business Communications
 - Document Preparation
 - Drafting Correspondence
 - Inquiry Research/Response
 - Internal Communications
 - Meeting Scheduling and Logistics
 - Project Coordination
 - Spreadsheet intermediate
 - Document Creation Software

CORE EXPECTATIONS FOR ALL TEAM MEMBERS:

- A willingness to lean into our [touchstones for collaboration](#)
- A willingness to advance along a racial justice and equity journey
- Acting as a servant leader and accompanier, prioritizing the needs of the organizations and communities we serve and where they are as we walk with them on their journey
- Teamwork, generosity, and a willingness to support the good of the whole, not just of their projects
- Humility and a willingness to learn and grow, to acknowledge mistakes and blind spots, and to change
- Lives and models WE in the World values of Servant leadership, Teamwork, Generosity, Equity, Courage, and Integrity

OTHER DUTIES

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 based upon business necessity.

WORK ENVIRONMENT: Remote home office.

PHYSICAL DEMANDS: Minimal physical effort is normally required.

TRAVEL REQUIRED: Not required but may be requested less than 10%.

BENEFITS AND PERKS



In addition to our competitive salary and amazing culture, we offer an excellent benefit package: medical, dental, and vision (75% covered for employee, 50% for family); 15 days paid time off, 5 days sick leave, short- and long-term disability coverage, flexible spending account, 401K with employer contribution AND match, and paid time off to serve your community or resources for professional development.

AFFIRMATIVE ACTION/EEO STATEMENT

It is the policy of WE in the World to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all resources, and participation in all WE in the World-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the organization where appropriate.