



EXECUTIVE ASSISTANT

Solid Ground Consulting seeks a highly skilled, collaborative, mission driven administrative professional to lead us in our mission and pursuit of organizational excellence.

Position: Executive Assistant
Organization: Solid Ground Consulting
Reports to: Principal/Owner
Location: Remote (within Oregon, Portland preferred)
Salary Range: \$75,000 - \$80,000
Benefits: Medical, Dental, Vision, Short/Long-term Disability, Simple IRA, Life Insurance



WHO WE ARE

Solid Ground Consulting is currently merging forces with Connected Realities, LLC. Together, we're an organizational, strategy, and leadership consulting team connected by a desire to make a difference.

We work primarily with communities, nonprofits, and public agencies nationally. With a mission to build the capacity and confidence of leaders to make a difference in their communities, we work in partnership with our clients to help them achieve their goals and visions. These beliefs are our bottom line.



WHAT WE BELIEVE

- **We prioritize our collective health and well-being by intentionally building a diverse team with a commitment toward healthy internal culture.**
 - We nurture a sense of belonging among our team through supportive relationships and we foster an environment where people feel valued, empowered, and respected.
 - We promote the well-being of our team and a healthy work-life balance.
 - We believe a fun and joyful environment is serious business. We believe laughter is central to the soundtrack of our meetings and humor is embraced as an essential part of our daily interactions.
- **We're a sustainable, high-impact force for good. This is our life's work, and we aim to make a difference. Our best business practices support our intended culture and values.**
 - We develop a sustainable flow of business by cultivating long-term client relationships and working deeply within specific areas of impact.
 - We're a learning organization that embraces organizational and personal growth and the development of our team.
 - We accomplish our work through collaboration. Our internal and client projects are most often team-based, with identified roles and clear lines of responsibility.
 - We believe clear, prompt communication makes every part of our work together better. Outside and personal pressures can make responsiveness difficult at times, and prudence sometimes requires patience. Regardless of the challenges we commit to do what we can to create safe spaces for difficult conversations.



WHO WE'RE LOOKING TO JOIN OUR TEAM

Reporting directly to the owner/principal, the Executive Assistant provides executive support in a one-on-one relationship. The Executive Assistant serves as an internal and external point of contact for all matters pertaining to the principal. This person serves as interface for administrative issues including customer relations, information management, scheduling, editing/proofing of materials, and meeting preparation for the principal.

This is a full-time, remote position. The principal is located in Portland, OR. Occasional travel for staff retreats and events may be involved. Because the principal travels extensively across time zones, including weekends, some evening and weekend availability is required.



WHO YOU ARE

As an administrative professional, you see your role as more than just supporting the administrative needs of the organization – you see your work as essential to the success of the organization.

- You understand that the success of the business is based, to a great degree, on the success of the principal and you strive to ease and streamline his workload.
- People often remark on your ability to bring a sense of calm and problem-solving competence to chaotic situations. You love working with people from all walks of life and demonstrate diplomacy in developing and maintaining relationships internally and externally. Outside the organization, people who interact with you remember you and look forward to working with you. You continuously seek new ways to enhance the customer experience and foster peer-to-peer collaborations.
- You strive for inclusivity and equity in all you do and want your work to have meaning and contribute to the world being a better place. You are dedicated, trustworthy, and able to listen, learn, collaborate, and celebrate with your colleagues and our clients.
- You have strong and effective computer, writing and interpersonal communication skills and are brilliant at remaining focused in a highly interruptive environment. You understand the importance of both accuracy and speed and can troubleshoot issues and seamlessly manage multiple priorities at the same time.
- You are known for your keen attention to detail, collaborative nature, sense of humor, and your “no task too small” attitude. You have a proven track record developing efficient systems for project management, are a genius at managing an extremely active calendar of appointments and complex travel itineraries and are comfortable operating in the unknown.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the principal's needs through a broad variety of administrative duties, including complex coordination; calendar and task management; and the management of a "virtual office."
- Work closely with the principal to manage upcoming commitments and responsibilities.
- Actively engage clients and colleagues on behalf of the principal, supporting the principal's relationship and project delivery needs with clients.
- Ensure regular and sufficient communication between the principal and staff members through difficult scheduling conditions.
- Anticipate and share the principal's project management responsibilities, including work plan development, hours tracking, initial drafts of reports, proactive outreach to clients and colleagues, and similar responsibilities.
- Organize digital data and archives to support clients and projects for the principal.
- Assist with preparation of materials, notes, and reports following meetings, facilitations, and retreats facilitated by the principal. Occasionally provide assistance at retreats which may occasionally include travel to project sites.
- Assist in organizing staff and/or client retreats and events for principal.
- Work in close collaboration with the business manager to ensure all office administrative functions are carried out seamlessly.



SKILLS AND EXPERIENCE OF THE SUCCESSFUL CANDIDATE

- Minimum five years' experience in a fast-paced, virtual environment supporting a high-level principal or executive.
- Commitment to equity and inclusion.
- Expertise with diverse and changing suite of technology applications, including the ability to learn and teach new technologies as needed.

- Proven experience with complex travel and calendar scheduling and client management.
- Initiative, ability to work independently, adaptability, and desire to be a team player.
- Strong writing and proofreading skills.



TO APPLY

Position open until filled. Preference given to applications received before **January 8, 2024**. All inquiries and discussions are considered strictly confidential. Solid Ground is an equal opportunity employer committed to building a truly diverse team. We strongly encourage applications from people of color, persons with disabilities, and LGBTQ+ applicants.

Please email your resume and cover letter expressing:

- Where you heard about this position
- Your approach and beliefs about providing administrative support to a busy executive as a partner and not subordinate.
- Perspectives on “managing up” to the executive you support.
- An example when your relationship with your executive showed evidence of leading and anticipating their schedule.
- How you helped an executive you supported managed internal team relationships.

Send to:
Cynthia Winter
Solid Ground Consulting
cynthia@solidgroundconsulting.com
503-201-1292

