

Executive Assistant

Scholly, the #1 college scholarship app in the world, is seeking an Executive Assistant to join our growing team. The Executive Assistant will own all organizational and administrative tasks for the CEO. To be successful in this role, the Executive Assistant will be an extremely organized, proactive, and articulate individual. This role requires superior communication skills, attention to detail, and the ability to juggle multiple high priority requests while interfacing professionally with people inside and outside the company.

The Executive Assistant must be located within the Washington DC metro area, must have the flexibility to travel, and be comfortable moving and standing for long periods of time.

THE OPPORTUNITY:

Join an organization that is passionate about making higher education accessible and affordable to all. We are a growing team that is looking for individuals who believe in our mission and are excited to help the company achieve its goals. Scholly has already helped students win more than \$100 million dollars in scholarships, and we're just getting started. We recognize that it would be impossible for us to fulfill our mission without creating an equitable and inclusive culture which is one of the reasons why we are a fully remote company with employees all across the country.

WHAT YOU'LL DO:

- **Provide sophisticated calendar management for the Executive team.** Prioritize inquiries and requests while mitigating conflicts. Schedule meetings, draft agendas, create and distribute presentation materials. Schedule events and all aspects of travel and accommodations. Act as a gatekeeper to ensure that the leadership team's time is spent on matters in order of priority and urgency. Make quick judgements and recommendations to ensure smooth day-to-day engagements.
- **Act as a liaison between internal and external parties.** Draft, edit and proofread, newsletters, proposals, and e-mail correspondence. Anticipate needs based on the environment and keep the CEO updated. Build relationships with key personnel. Demonstrate trust and credibility with all written and verbal communication, including those of a highly confidential or critical nature.
- **Support the CEO with completing personal tasks.** Order, pick up, and deliver coffee and meals. Pick up and drop off dry cleaning. Schedule personal appointments. Make restaurant reservations with special requests. Assist with other duties as needed.

WHO YOU ARE:

- Personable, approachable, and have a good sense of humor.
- Strong entrepreneurial approach and ability to problem solve.
- Superior communication skills, very organized, proactive, and detail oriented.
- Out of the box problem-solving skills; creativity, flexibility, and innovative thinking.
- 2+ years of experience as an Executive Assistant.
- Bachelor's Degree with a passion for education.
- Tech savvy and proficient in common Microsoft and other systems