

Job Description

Job Title: Executive Assistant to the CEO
Department: Executive Office
Location: Washington, DC – Metropolitan Area - Hybrid
FLSA Status: Exempt
Reporting to: Chief Executive Officer, President & Co-Founder

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POSITION SUMMARY

WEConnect International has been growing steadily and is now seeking to dramatically accelerate growth. Therefore, the position requires that the individual is mission-focused, strategic, collaborative, a strong team player, looks for ways of how to strengthen the team environment and support colleagues, creative, self-motivated, open to change, and process minded. The position also requires that the individual interact with different stakeholders including corporate members, international market leads, foundations and government officials, and women-owned businesses from around the world. Therefore, the individual should have strong communication skills and be able to adjust to the different requirements and cultural conditions of the diverse operating environments. The Executive Assistant must be a leader who is able to help senior executives at WEConnect International deliver measurable results that make the vision a reality, while maintaining Executive Office Operations.

KEY RESPONSIBILITIES

Primary responsibility is to provide direct support to the CEO in all organizational matters, serving as an extension of the Executive team. Will also support the smooth planning and management of travel, meetings, and other important engagements relating to the organization's mission.

Global Responsibilities

- Support the CEO in global planning, travel logistics, and meeting execution.
- Coordinate the overall itinerary and agenda for travel for the CEO by working closely with other team members as necessary to ensure that all supporting documents, agendas, and briefs are prepared, organized, and shared as needed.
- Research priority topics as assigned by the CEO.

Membership

- Provide CEO with support for administrative tasks that support the Board Executive Committee
- Document the minutes for Board Meetings and Member Meetings.
- Provide support and outreach as needed/requested to organization Membership base.

Sustainability

- Support the CEO in coordinating materials and information that expands the organization's overall sustainability.
- Identify opportunities to improve efficiency and effectiveness in support of the smooth administration of the Executive office.
- Effective Organizational Management and Development.
- Manage and respond to correspondence from outside stakeholders directed to the CEO; including answering questions and meeting requests directed to the CEO.
- Support CEO with the orientation process of all new employees.

Other

- Undertake any other duties which may from time to time be required; this job description is not intended to be either prescriptive or exhaustive but is issued as a general guideline to the main areas of responsibilities.

Key Qualifications

- Proven track record as a tenured administrator who has responsibility for maintaining all Executive Office operations and managing travel logistics, scheduling, meeting management, client relationships for multiple executives, simultaneously, and the ability to balance priorities between leadership requirements.
- Strong command of written communication skills, program management and, organizational Skills.
- A 'self-starter' with excellent motivating skills, enthusiasm, vision, and a willingness to think big and encourage the team to overcome challenges.
- Empathy with women business owners
- Ability to confidently demonstrate discretion and patience when managing questions and inquiries of various stakeholders.
- Previous experience interacting and managing relationships with multinational organizations.
- Knowledge and experience with supply chain systems and processes is preferred.
- Demonstrated experience in planning, managing, and supporting meetings and events (both small and large - US and Non-US locations).
- Experience and understanding in the development of effective research briefs and papers.
- Strong analytic skills and ability to gather information and research independently, with limited information.
- Ability to develop and update reports and communicate achievements and challenges to key stakeholders.
- Understanding of technology and its capabilities as it relates to business process improvements.
- Ability to utilize Excel for complex data analysis, reporting (including charts, graphs, V-Look Up and Pivot Tables), and previous experience in utilizing Customer Relationship Management (CRM) software.
- Ability to perform independently and as a part of a team.
- Ability to set and meet targets independently and to manage and deliver projects to timelines set by the executive team.
- Sound judgment and good political skills and a flexible approach to work
- Fluency in English required and knowledge of other languages and work experience in other countries and cultures preferred.
- Bachelor's Degree from an accredited University is preferred. A combination of skills and experience in similar roles may be considered.
- A 'self-starter' with excellent motivating skills, enthusiasm, vision, and a willingness to think big and encourage the team to overcome challenges.



Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills Microsoft Office 365, SharePoint, CRM Platform (HubSpot or Salesforce), Social Media platforms, Virtual Meeting applications. Understanding of technology and its capabilities as it relates to business process improvements. Excellent understanding of Excel. Familiarity with PC environment and working with Dell equipment.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law in the United States.

Organizational Information

WEConnect International, a corporate-led global non-profit, helps build sustainable communities by empowering women business owners to succeed in local and global markets. WEConnect

International has since 2009 provided business education, certification, and business connections to businesses based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development.

www.WEConnectInternational.org

Core Values and Culture

As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff, and stakeholders based on these core values, which help to define our culture, brand, and operational strategies.



- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women's Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose

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