
Executive Assistant

The CLEO Institute is a 501(c)(3) non-profit, non-partisan organization exclusively dedicated to climate change education, engagement, and advocacy. Founded in 2010 in Miami, Florida, we work with front-line communities and their leaders to build climate literacy. We highlight the urgency of climate action and impact policy while championing solutions for a resilient future.

The CLEO Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need. Women, minorities, individuals with disabilities, veterans, and intersectional individuals are encouraged to apply.

EXECUTIVE ASSISTANT - Part-Time (20-30 hrs/week)

Location: Miami, Florida

Job Description

The CLEO Institute seeks an experienced Executive Assistant to aid the Executive Director (ED) and the leadership team in a wide variety of administrative, office and communication tasks. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts, and oversees special projects. The ideal candidate should anticipate the needs of our organization and proactively assist company operations. The ideal individual will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant must be creative and enjoy working within a small mission-driven, results-driven, and community-oriented non-profit looking to solve one of the greatest challenges of our time: the climate crisis.

This position will pay \$28-35 per hour.

Responsibilities

- Manage sensitive matters with a high level of confidentiality and discretion, especially decisions directly impacting the CLEO Institute. Use discretion and good judgment to handle C-Level matters.
- Conserve the Executive's time by managing an extremely active calendar of appointments as well as reading, researching, collecting, and analyzing information as needed, in advance.
- Screen incoming telephone calls; take and deliver accurate messages; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.

- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects, and other documents in support of the ED and/or objectives for the organization.
- Ensures that the ED's bio is kept updated and responds to requests for materials regarding the ED and the organization in general
- Arrange travel and accommodations for executives. Create expense reports.
- Exercise excellent communication and time management skills; proven ability to meet deadlines.
- Ability to function well in a high-paced environment; performs additional duties as assigned by executives.
- Draft and prepare correspondence for internal announcements, board meetings, and organizations that the executive is involved with
- Edits all, and creates acknowledgment letters from the ED to donors
- Manage the Executive's contacts
- Be responsive to emails/texts/phone calls, with contact outside normal business hours
- Welcome the Executive's guests by greeting them, in person or on the phone; answering or directing inquiries.
- Represent the company and the Executive in a positive light through great follow-through communications, sound judgment, and skills.
- Organize complex calendars and schedules; resolving any scheduling issues

Required Skills/attributes:

- Bachelor's degree required
- 3+ years of experience required in an executive assistant role supporting C-Level executives.
- Advanced Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Ability to communicate effectively and professionally.
- Flexible hours as dictated by the needs of business for projects and meetings.
- Self-starter, ability to take initiative and anticipate needs
- Reliability and discretion: you will often learn of confidential matters
- Positive attitude and emotional maturity
- Willingness to learn about climate issues
- Comfortable with Public Speaking. Excellent communicator - able to interact with people of all levels in a confident, professional manner.
- Bilingual a plus

To apply: Please submit a resume and cover letter to info@cleoinstitute.org. Please write "Executive Assistant" in the subject line.