

**Position: Executive Assistant to the CEO**

Location: On-site in Irving, TX

**Mission:**

The Jensen Project's mission is to fuel strategic partnerships in the fight against sexual violence.

**Seeking:**

We are currently in search of a full-time executive assistant for a philanthropist and entrepreneur that is based in Irving, TX.

**What Winning In This Role Looks Like:**

- You show up with a great attitude and genuinely enjoy being of service
- You are a go getter with a strong work ethic
- You have a great memory for names of people and organization
- You pride yourself in the successful completion of tasks and follow through
- You are trustworthy and discreet
- You are a problem solver and can think creatively
- You find satisfaction in the minutiae of every day
- You work well with a variety of people- from creatives to business execs to peers
- You are efficient and well versed at working in a fast-paced environment
- You have a strong attention to detail and are highly organized
- You are a phenomenal and efficient communicator, both written and verbal
- You are attentive and able to anticipate needs
- You are more proactive than reactive
- You are intuitive, adaptable and flexible
- You love to travel
- You have a valid driver's license and reliable transportation
- You have a current passport
- You are already located in or around Irving, TX, or are willing to relocate

**Regular Tasks for This Role:**

- Calendar Management (specifically handling the intersections of family/life/several businesses)
- Coordinate personal private parties and manage all household activities
- Handling personal matters for the CEO and her household
- Prepping for travel (packing, unpacking, sending items ahead, set up and break down of hotel rooms, etc)
- Working closely with the client's full team to ensure the smooth completion of micro and macro goals
- Project management
- Booking appointments

- Assisting with gifting needs
- Running Errands
- Planning and managing corporate business meetings
- Gatekeeping to protect the client's time
- Efficiently creating space and capacity for client to focus on creative endeavors
- Serving as back up staff with Client's Personal Assistant is on PTO

**Skills/Experience/Education:**

- 3-5 years working as an executive assistant
- Prior experience working with a fast-paced entrepreneur
- Previous experience in a nonprofit is preferred
- You have experience traveling domestically and internationally
- Self-starter
- Strong critical thinking
- Adaptable in a variety of situations
- Able to read a room
- Knowledge of how to dress appropriately in different situations
- Genuinely enjoys being of service

**Diversity, Equity and Inclusion:**

The Jensen Project recognizes the communities and people we serve are disproportionately impacted by racism and other social injustices. We are committed to creating an environment that is equitable, transparent, and inclusive. We value self-reflection, growth and collaboration from staff, survivors we serve and partner organizations. We value deep listening, understanding and active participation to keep the conversation going and to dismantle barriers to social and racial justice.