



Assistant to the President

JOB DESCRIPTION

Overview: Espousal Strategies, LLC is hiring an Assistant to the President. We are a Portland-based firm, specializing in government, community, and public affairs. The ideal candidate works well in a fast-paced environment, detail oriented, and is an expert multi-tasker. They are flexible, self-directing, and have the skills required to manage a busy executive and a growing firm. The Assistant to the President will be a key member of Espousal Strategies' executive support team charged with providing high-level support for the President and will oversee office management and administration.

Position Reports to: President

Classification: Non-Exempt

Salary Range: \$80,000-\$110,000 and benefits

Please send resume and cover letter to ESHR@espousalstrategies.com

Primary Responsibilities:

- Manage the President's schedule and calendar to maximize their time to the greatest value. Proactively plan for, and address conflicts, cancellations and rescheduling.
- Attend meetings with the President to track tasks, client requests, and manage follow up with internal and external parties.
- Ensure that the President has the necessary preparatory items for presentations and meetings, such as background information, presentation material, etc.
- Organize travel for the President and team members, including arranging travel logistics, preparing travel itineraries.
- Owns, develops, and improves administrative systems to maximize communications, workflow, and general efficiency of work between the President, clients, and staff.
- Perform administrative and office support duties, including coordinating staff and client activities and running errands.
- Facilitate the sharing of information and serve as a communication bridge between departments and external parties.
- Monitor the President's email accounts, respond to inquiries, ghostwrite on behalf of the President, and draft correspondence as directed.

- Review and edit outgoing Firm messages as assigned, including internal and external emails, correspondence, and presentation materials. Ensure all reviewed items are written professionally, with proper grammar and spelling, and adhere to the Firm's style standards.
- Serve as the minutes and note-taker, ensuring accurate and meticulous notes and minutes are taken, and follow up on tasks and takeaways as needed.
- Maintain Firm files and records, ensuring all information is well organized in the central database in a timely manner.
- Be the Firm's face, voice, and concierge for all callers and in-office visitors. Answer phones, relay messages, and greet visitors in a prompt manner that reflects the values of the company.

Other Responsibilities:

- Provide the President with monthly and ad-hoc reports related to office administration goals, and projects.
- Represent the organization in a positive and professional manner to stakeholders, clients, peers, public officials, community groups, and other business partners. Attend business related functions as requested by the President.
- Other responsibilities as assigned by the President.

Knowledge & Skills:

- Excellent organizational and time management skills, and the ability to consistently meet deadlines.
- Ability to adapt systems and organizational approach to the needs and style of the President.
- Ability to work in a timely and autonomous manner, with the capacity to prioritize tasks and perform next steps with minimal direction from the President.
- Ability to multi-task efficiently and prioritize tasks in a busy work environment.
- Ability to maintain composure and work effectively in stressful and urgent situations.
- Excellent written and verbal communication skills.
- Strong editing skills with excellent attention to detail.
- Ability to present oneself in a positive and respectful manner that ~~positively~~ represents the Firm's values and norms, diverse populations, including community members, government officials, clients, and business partners.
- Ability to apply discretion in all work activities and maintain confidential materials and information appropriately.
- High proficiency in standard office software, procedures, and information technology. Ability to utilize Microsoft Office Suite (including Outlook, Word, Excel, and PowerPoint), Google-Suite, and standard communication platforms effectively and efficiently.
- Proficiency with Work Management Software such as Asana, Jira, Monday, etc

- Passion and demonstrated commitment to the principals of diversity, equity, and inclusion, supporting disadvantaged business enterprises (DBEs) including minority-owned, women-owned, and emerging small businesses.

Required Work Experience:

Minimum 5 years' experience providing support to high-level executives is required. Experience working with BIPOC communities preferred.

Working Conditions/Physical Demands:

Work is usually performed in an indoor office environment, or remote home office environment, with long periods at a desk. Work is oriented to staff support service and subject to constant work interruptions. Employees may work under the stress of continual contact from clients, community members, co-workers and business partners, and the pressure to meet deadlines.

Live in or be able to commute daily to the Portland Metro Area and physically report to the office at least three times per week.

Requires flexible work schedule and may be required to work evenings and weekends.

Must occasionally lift and/or move up to 25 pounds.

This position may require the ability to travel regionally for work activities.

Benefits:

Espousal Strategies' offers competitive health, dental, PTO, and retirement benefits.

At Espousal Strategies, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our clients, and our community. We do not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

Please send resume and cover letter to ESHR@espousalstrategies.com