Executive Assistant to CEO

Job Description

Institute’s Mission
The Human Trafficking Institute exists to decimate modern slavery at its source by empowering police and prosecutors to stop traffickers. Working inside criminal justice systems, the Institute provides the embedded experts, world-class training, investigative resources, and evidence-based research necessary to free victims.

Job Description
The Executive Assistant will play a key role in supporting the CEO’s work and guiding his time so that he can be more effective and efficient. S/he will work alongside the CEO to ensure the Institute’s project deadlines are met, the CEO is engaging in strategic external opportunities, each team is on target with their key performance indicators, the Institute is hiring and retaining the world’s experts in our field, and the culture of the organization is thriving. S/he will be responsible for managing and prioritizing projects and deadlines and communicating progress and setbacks to the CEO. The Executive Assistant will report directly to the CEO and work collaboratively with the Chief of Staff.

The ideal candidate is a highly adaptable individual who enjoys both thinking strategically for the long-term and diving into the details of the day-to-day work. They find joy in supporting those they work with; they find fulfillment in making those around them better. S/he is incredibly detail-oriented, relationally and emotionally mature, and thrives in a fast-paced and unstructured environment. By working closely with the senior leadership of the Institute, this position serves an important role in accomplishing the mission of the Institute to end human trafficking.

Responsibilities:

• Provide management and oversight of the CEO’s calendar, email, and expenses
• Proactively manage and track the CEO’s various projects in alignment with the Institute’s Strategic Plan, communicate with the CEO about priority levels of the various projects, and help set realistic deadlines and completion dates
• Manage and track email and other correspondence with external and internal stakeholders and assist with prompt follow-up
• Prepare the CEO for meetings and presentations by proactively creating and formatting highly professional meeting materials with little guidance
• Document the CEO’s meetings related to development in the Institute’s customer relationship management (CRM) system
• Provide administrative assistance with travel arrangements, itineraries, and expense reports
• Review and edit documents, records, and forms for accuracy, completeness, and structure
• Manage electronic and paper files
• Participate in team meetings and attend Institute events
Required Skills/Qualifications:

- Bachelor’s degree
- Two or more years of professional work experience in a similar role
- Experience working with high-level executives
- Strong organizational, project management, and problem-solving skills
- Meticulous attention to detail
- Experience to prioritizing competing priorities in a fast-paced environment
- Demonstrated commitment to prompt and faithful follow-up and follow-through
- Excellent verbal communication skills
- Excellent writing, editing, and proofreading skills
- Ability to hold to a strict level of confidentiality
- Excellent computer skills, including familiarity with MS Office

Desired Skills/Qualifications:

- Prior experience as an Executive or Personal Assistant
- Experience working in a CRM platform
- Strong familiarity with non-profit environments
- Knowledge of human rights legal work
- Thorough knowledge of Microsoft Word, PowerPoint, and Excel, including formulas and mail merge functions
- Efficient, works well under stress
- Self-motivated and articulate
- Personable, winsome, mature judgment, discerning, emotionally intelligent
- Strong ethic of service, sustained positive attitude, passion for the Institute’s goals

To Apply:

This is a full-time position (official start date flexible) and will be based in our Merrifield, Virginia, office. Applicants should submit a cover letter, resume, writing sample of an executive brief, and three references to applications@traffickinginstitute.org. Applications will be accepted until the position is filled.