

JOB DESCRIPTION: EXECUTIVE ASSISTANT

POSITION: FULL-TIME

In this role you will support the day-to-day core operations of the C-suite members. This includes 1) managing calendars and travel arrangements, 2) email management, 3) preparation for meetings and events through briefings and prep calls, and 4) providing administrative support to the team as needed.

ABOUT THE POSITION:

Your work as the Executive Assistant will focus on the following key objectives:

Schedule and Support:

- Manage the calendar and daily schedule for the C-Suite, coordinating and prioritizing incoming requests as well as arranging meetings as requested by the CEO. This includes communicating and adjusting for scheduling changes and re-prioritization throughout the day/week, coordinating with staff and visitors.
- Manage and arrange travel schedule for the C-Suite members and prepare detailed trip briefings for local, national and international trips (flight arrangements, hotels, ground transit, meetings etc.). Be available to adjust the schedule and arrangements in case of last-minute changes or cancellations.

Communications:

- Support the management of the CEO's email communications and inbox, ensuring timely responses to external and internal requests by the CEO.
- Partners with leaders to maintain strong communication with teams, compose and draft correspondence, and make suggestions on content or format.

Meetings and Events:

- In partnership with the Chief of Staff (CoS), prepare general briefings and briefing building blocks to ensure the CEO and CoS have the information needed for meetings. This may involve preparing bios and agendas, researching background information, and ensuring distribution of action items after the meeting.
- In partnership with the CoS, support the development of PowerPoint slides and/or other materials as requested for the CEO's internal meetings, press interviews, and external speaking engagements.
- Record notes from the CEO's meetings as requested, manage and update Greentown's Salesforce CRM with all contacts/notes post meeting.
- Coordinate and manage quarterly meetings, townhalls, off-sites, and some events.
- Set up virtual conferences (coordinating video and audio conference calls) with a high level of confidence utilizing Zoom and other virtual tools.
- Greet the CEO's guests and provide impromptu tours as needed.



Administrative/Other:

- Lead and support special projects as needed under the direction of the CEO.
- Provide administrative, scheduling, and travel coordination support for members of the Greentown Labs team as requested by the C-suite members.
- Enter all contacts of the CEO in Salesforce.
- Commitment to diversity and to serving the needs of a diverse community.

Performs other duties as assigned.

Required Skills and Experience:

- Bachelor's degree with five years administrative and/or communications experience in a corporate, government or equivalent environment.
- Exceptional, professional oral and written communication skills, including gracious phone/Zoom manner and excellent email etiquette.
- Meticulous attention to detail; strong planning and critical thinking skills with the ability to anticipate needs and actions of the CEO.
- Familiarity and comfort with the fast-paced nature of a startup, including the ability to receive, prioritize, and react to information on the fly.
- Strong decorum, professionalism, and ability to be discreet in the handling of highly sensitive company information.
- Strong relationship building and interpersonal skills, including respectful, customer-focused attitude towards all with whom the CEO interacts.
- A mission-driven individual who is fulfilled and motivated by the goal of supporting early-stage entrepreneurs solving the world's biggest climate and environmental challenges.
- Curious, eager to learn, and a team player; "no task is too small" mentality.
- Proficiency with Microsoft Word, PowerPoint, Google for Business, Slack, Salesforce, and Zoom or equivalent platforms.
- Ability to work late occasionally to support the C-Suite members at events.

WHO WE ARE LOOKING FOR:

A hard-working, highly organized, and enthusiastic individual with a can-do attitude who enjoys working with startups. You are a problem solver, detail-oriented, resourceful, creative, and collaborative with strong listening and communication skills. You enjoy working on teams but also thrive when assigned individual projects.

COMPENSATION, BENEFITS AND LOCATION:

Greentown offers a comprehensive benefits package. The salary for this position begins at \$65,000 and is commensurate with experience. This role is based in Greentown's Headquarters in Somerville, MA. In addition to a competitive salary, Greentown Labs also offers:

- A flexible, fun, supportive working environment; working alongside amazing people tackling the planet's biggest challenges;
- Generous parental leave policy and benefits package including medical, dental, and vision insurance and 401k plan
- Work at the largest climatetech incubator in North America, which includes an awesome community of mission-driven entrepreneurs and endless networking opportunities

TIMELINE AND HIRING PROCESS:



To be considered for this role please send your resume, cover letter, and a list of three references to talent@greentownlabs.com. The subject of your email should be "Exec Asst: [Your Name]". **Failure to follow these instructions will result in an incomplete application.**



Your cover letter must address:

1. Why you're a good fit and why we would be psyched to have you join us;
2. Your salary requirements; and
3. The date you're available to start.

The ideal start date for this position is July 1, 2022, if not sooner.

EQUAL OPPORTUNITY STATEMENT:

Greentown Labs seeks to fully represent our community and constituencies—particularly low-income communities and communities of color—to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply.

Greentown Labs is an Equal Opportunity Employer and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

ABOUT GREENTOWN LABS:

Greentown Labs is a community of climate action pioneers working to design a more sustainable world. As the largest climatetech startup incubator in North America, Greentown Labs brings together startups, corporates, investors, policymakers, and many others with a focus on scaling climate solutions. Driven by the mission of providing startups the resources, knowledge, connections, and equipment they need to thrive, Greentown Labs offers lab space, shared office space, a machine shop, an electronics lab, software and business resources, and a large network of corporate customers, investors, and more. With its headquarters in Somerville, Mass. and a recently opened incubator in Houston, TX, Greentown Labs is home to 200 startups and has supported more than 450 startups since the incubator's founding in 2011. These startups have collectively created more than 8,400 jobs and have raised more than \$2.2 billion in funding. For more information, please visit www.greentownlabs.com or [Twitter](#), [Facebook](#), and [LinkedIn](#).