

T H E

# LIFE COACH SCHOOL

## **Executive Assistant to the CEO**

We are looking to hire a full time virtual (you work from home) position at The Life Coach School. This is a 6-figure salary position. Expectation is for 40+ hours flexibly over seven days a week, with some weekend work required when CEO is traveling.

As the CEO's assistant, you will serve calendaring and travel needs, managing all vendors and assigned responsibilities while designing methods to over-deliver for her in this position. Imagine being able to take your client's calendar, travel, and all other requests, and completely own the execution from initial Slack or text through completion.

You have the honor of being critical support and foundation of the framework and processes that open up space in the CEO's time and her brain in order for her to work at her highest level. Your ability to hold space for all of her needs, completely taking items off of her plate and brain, provides immense value not only to her life and work, but also to the School as a whole. Her impact is directly influenced by your ability to take complete ownership. Your ability to delight her as your client will be the driving force for your work. Your goal is to keep her in her zone of genius while you are in yours.

This is a fast paced and demanding job that is more essential than most would imagine at face value.

You would be amazing for this position if you are:

- Impeccable and detail oriented
- Super organized and want to keep CEO organized
- One who strives for excellence
- An excellent communicator—both verbal and written
- Bi-lingual (Spanish)
- Tech savvy, preferably with:
  - Apple products, including owning and using a Mac
  - iCal
  - Zoom
  - Slack
  - Sweet Process
  - Google Suite
  - Banking and travel-related websites

- Quick learner (Only have to be told things once)
- Flexible with availability, able to ebb and flow with CEO's needs, especially available on travel days
- Organized (Nothing falls through the cracks)
- Tend to get a little anxious about getting things right, but you don't become a completely dysfunctional mess with failure and feedback
- Direct, and appreciate being communicated with directly
- Responsive (Respond quickly that you've taken the assignment/communication)
- Resourceful and sharp (You can figure things out with little direction, and even improve the process as you do)
- Efficient and productive (You like to get to work)
- Assertive (Not afraid to get on the phone to advocate and make things happen)
- Able to keep multiple plates spinning without any of them falling (Able to work under pressure and deadlines)

You are aligned with our top four values:

1. Be an example of what is possible. (Best. Assistant. Ever.)
2. Be inclusive. (Desire to know and include each person.)
3. Be fun. (If we aren't laughing half the time—forget it.)
4. Be blue collar. (At the School—we work hard. Period. No job is too big or too small.)

Your responsibilities will be as follows:

- Maintain a beautifully accurate and complete calendar
- Take each assignment and execute with very little direction, but not be afraid to ask smart questions and submit "question filters"
- Manage CEO's time, engagements and events
- Manage all daily requests—personal and business
- Manage contractors and services, coordinating with staff
- Research as needed
- Negotiate rates and refunds, as needed
- Maintain address book
- Confirm and communicate with everyone on the calendar
- Clear, open, frequent almost over-communication (even if you hear crickets)
- Research and pitch best travel options and other solutions to improve the job and CEO's life
- Support the CEO, core team and other assignments as assigned by CEO
- Keep processes up to date in Sweet Process, company's platform for processes.