

JOB DESCRIPTION, JOB RESPONSIBILITIES, AND JOB REQUIREMENTS

Title: Executive Assistant

Location: Lee Family Office satellite location on Martha's Vineyard

Job Description:

A private family office seeks an experienced, self-motivated, flexible, organized, professional, full-time Executive Assistant. This person in this role works directly with a dynamic and creative Principal, and provides IT management support (in conjunction with a third-party vendor) to the larger team. The primary administrative duties include coordinating an ever-changing outlook calendar, scheduling meetings and travel for Principal, proactive problem-solving, purchasing, prioritizing and serving as ambassador for the Principal, IT ticketing oversight, and additional research as needed.

The Executive Assistant has strong skills in managing up, scheduling, organization, administration, attention to detail and written and oral communication. Candidates must have experience working with C-Level executives, be discrete, highly organized, professional, and capable of managing tasks for multiple changing priorities. The Executive Assistant works across teams, relaying information and requests on behalf of Principal. An interest in social activism, women's issues, and politics is preferred. The ability to maintain confidentiality and discretion is paramount in this role.

This is a full-time position located at the Lee Family Office satellite location on Martha's Vineyard.

About Us

The Lee Family Office (LFO) manages administrative functions for Barbara Lee and provides staffing for the Barbara Lee Political Office (BLPO) and the Barbara Lee Family Foundation (BLFF).

The [Barbara Lee Family Foundation's](#) commissions nonpartisan research about women running for executive office which has been used by politicians, press, and practitioners for more than two decades, to understand the obstacles and opportunities women face when running for office. Our expertise on women in politics has been featured in national press outlets from the Boston Globe, New York Times, Washington Post, to Glamour, Politico, MSNBC, CNN and Fox News.

The [Barbara Lee Political Office](#) is a leading resource for progressive women candidates. BLPO advances women's equality in American politics by helping to support and elect pro-choice women candidates and building a pipeline of Democratic women Governors and U.S. Senators.

Barbara Lee has been named one of Boston's most influential thought leaders by Boston Magazine, and her reach is nationwide. Barbara Lee has helped elect 197 women in 33 states. Her reach is nationwide. She has helped elect the first woman Vice President of the United States, as well as every sitting Democratic woman Governor and U.S. Senator.

JOB RESPONSIBILITIES

1. Calendar Management and Scheduling

- Manage the Principal's business and personal calendar, working closely with Principal to manage changes or additions.
- Proactively coordinate routine and annual personal and professional appointments for Principal.
- Populate calendar with reminders, feedback, and notes for future scheduling needs and preferences.
- Proactively anticipate changes to the schedule.
- Develop an understanding of the Principal's needs and work with the Principal and Senior Staff to strategically help manage the Principal's time.
- Monitor Principal's daily schedule with time checks for each internal appointment with staff whether the Principal is in the office or working remotely.

- Collaborate with Program Team to review invitations for inclusion in Principal's calendar and on assembling information for upcoming external meetings with Principal. Review personal invitations directly with Principal.
- On occasion, arrange for catering and plan other logistics for personal and professional meetings inside and outside the office, coordinate deliveries and set up/break-down for events.

2. Travel Planning and Coordination

- Proactively coordinate all aspects of local ground and air transportation related to meetings, events, appointments, personal engagements, etc.
- Conduct all business and personal travel arrangements and trip logistics. Serve as point of contact for travel related matters, including international travel, itineraries, entertainment, reservations, local currency, time change accommodations, credit card alerts, international phone plans, etc.
- Be available to provide support outside of business hours/over the weekend to help coordinate last minute or unforeseen travel changes.

3. Communications

- Serve as the first line of contact for the Principal.
- Manage Principal's phone communications including screening all requests and calls, facilitating call priority, recording messages, making, and returning calls.
- Liaise and communicate with key internal and external relationships; proactively taking action and being persistent to procure timely responses from third parties.
- Serve as backup to the personal assistant to regularly check voicemails at all of the Principal's residences, a minimum of once per week.

4. Purchasing

- Make office and personal purchases and returns, as directed by the Principal.
- Serve as backup to personal assistant for purchasing, wrapping, and mailing personal gifts and cards from the Principal.
- Serve as backup to personal assistant for purchasing and coordinating flower and gift delivery for special occasions.

5. Organization and Administration

- Help maintain organization of Principal's office; including digital and physical files and documents.
- Work with the Operations & Administration Team to resolve any matters related to billing.
- Prioritize and delegate tasks to members across teams, as appropriate, to ensure timely response to Principal's requests.
- Facilitate entering new contacts into office-wide database.
- Support Sr. Manager of Operations & Administration in planning and executing events at Principal's personal residence.
- Assist other staff members, as requested by the Principal or Operations & Administration Team Leadership.
- Work as a member of the team to proactively provide back-up support for co-workers when appropriate and actively support group goals.
- Serve as back-up when Personal/Operations Assistant is out of office.
- Participate in Administrative Team duties, as directed by Operations & Administration Team Leadership.
- Maintain and oversee the Admin@blee.com email account.

6. IT

- Act as the primary liaison between LFO and IT consulting firm for general needs and to execute system-wide updates as necessary.
- Serve as in-house technology support and perform troubleshooting for all employees on any computer and/or phone system needs.

- Manage all aspects of day-to-day office technology needs, including phone systems, computer systems, and other forms of technology.
- Maintain and track inventory of all LFO technology equipment and periodically assess condition in order to replace items, as needed.
- Provide regular technical support to Principal, as needed.
- Other research and support, as needed.

7. Other

- Support BLFF Board Meetings, events, internal or external meetings, as appropriate.
- Work with Principal and Operations Administration Team Leadership to balance multiple priorities in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines.
- Create and understand best practices for remote work and meeting the preferences and needs of the Principal.
- Ensure timely review of incoming mail and requests.
- Coordinate mailing items, on a regular basis, on behavior of Principal.
- Conduct phone and Internet research, as needed.
- Facilitate personal and office errands/tasks, on behalf of Principal, as needed.
- Manage filing and special projects, as needed.
- Provide general assistance, as needed, at Principal's residences.

JOB REQUIREMENTS

Experience / Education

- BA or BS degree required.
- 2+ years of experience as Executive Assistant to dynamic C-Suite Professional, political figure, or Principal.

Skills

- Outstanding judgment, strong critical thinking skills and attention to detail.
- Strong ability to manage up.
- Superior organizational and interpersonal skills.
- Ability to prioritize and manage multiple priorities at one time.
- Ability to work independently as well as in teams.
- Ability to self-seek information and be resourceful.
- Excellent written and oral communication skills.
- Strong internet research skills and computer skills.
- High command of Microsoft Outlook, Word, and Excel.
- Experience with Salesforce.

Qualities

- Responsive and proactive.
- Remains calm under pressure.
- Patient, hardworking, flexible, and detail-oriented.
- Mature, discreet, and able to maintain confidentiality.
- Professional and personable.
- Courteous, confident, honest, and responsible.
- Be accessible outside of regular business hours on occasion.
- Interest in women's leadership, creating a better democracy, and political participation preferred but not required.

Salary and Benefits

Lee Family Office is committed to workplace diversity and inclusion and candidates from underrepresented communities are encouraged to apply. We are an equal opportunity employer and do not discriminate in hiring or employment. We

offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

To apply, please send cover letter and resume to:

Kelly Duda, Director of Operations & Administration

kduda@barbaralee.com

617-234-0351 ext. 102