

GANGGANG

Career Opportunity

Title: Executive Assistant

GANGGANG’s rapid growth requires an executive-level coordinator to support the organization from the office of the President. This role will provide detailed administrative execution for GANGGANG on behalf of both our President and Executive Director.

The Executive Assistant will have experience in office/corporate culture and have the ability to lead the founders of GANGGANG. Candidates should be equipped to handle high volumes of communication and a consistent stream of duties. The ideal candidate will be highly detailed, a proficient and professional writer, highly organized and able to strategize and handle multiple voices in fast-paced environments.

Position:

- Reports to: Executive Director
- Capacity: Full-time employee
- Participates in team meetings, trainings, phone calls, and general GANGGANG culture
- Eligible for insurance and retirement benefits

Responsibilities:

- Strategize, prioritize and prepare leaders for daily email communications and scheduling
- Initiate calls, emails, and meetings with internal and external constituents
- Take notes and initiate follow-up actions from select meetings and interactions
- Write, edit, and proofread executive copy and documentation
- Coordinate constituent communications and expectations according to organization timelines
- Execute internal documentation and processes on behalf of leadership
- Facilitate efficient leadership oversight and approval of various projects
- Execute other leadership tasks as directed
- Work with GANGGANG Operations Team to connect information and resources to business processes
- Support the management and building of relationships and projects alongside leadership

Qualifications:

- 1-3 years of executive-level strategy
- Experience with professional writing and communications
- Experience in start-up operations preferred

Skills Needed:

- ***** Organization
- ***** Writing Proficiency
- ***** Executive Presence
- *** Business Knowledge
- **** Communications