



Invite people into your story.

Position Profile: Executive Assistant

About Open Book:

Founded in 2013, we exist to help mission-driven organizations and causes invite people into their stories. We operate as both strategic consultants and creative makers. We do them in tandem, for we believe that to separate consulting from creating ends up undermining both. So we first work alongside an organization's leaders to distill their unique identity and pursuit, serving as "outside insiders" who give focus to a brand and voice for a core story that anchors it. From this foundation, we execute dynamic messaging and creative materials—responsive websites, visual identities, fundraising storybooks, brochures, storytelling videos—that are designed to capture the hearts and imaginations of a target audience. In all things, whether writing, designing, building, or strategizing, our passion is to advance missions that matter.

The four daily goals of Open Book are:

1. Help someone
2. Learn something
3. Do good work
4. Be grateful

Position Summary:

This position is vital in advancing the mission of Open Book and the clients we serve by actively managing day-to-day administrative functions of the business and our office, while also undertaking initiatives to maximize organizational effectiveness. We are looking for a self-starter who can handle a variety of activities and confidential matters with discretion. The right candidate must be a proactive thinker and a skilled communicator so as to represent Open Book and the Office of the CEO with confident professionalism.

Specific Accountabilities:

- **Build capacity for the CEO and ensure alignment with Open Book's priorities**
 - Support CEO in her workflow and priorities by understanding her schedule, anticipating future needs, and providing administrative support for meetings and tasks, so as to help her operate efficiently and effectively
 - Assist CEO to execute on strategic priorities and leadership goals, to drive results
 - Proactively identify ways to improve the efficiency and efficacy of the team
 - Manage special projects assigned by the CEO

- **Manage day-to-day office and administrative needs**
 - Utilize QuickBooks for basic bookkeeping and managing expense receipts, so as to assist Finance Manager in financial reporting, payments, and reimbursements
 - Create organizational systems that result in office efficiencies
 - Anticipate diverse needs of the team and clients with a proactive can-do spirit
 - Maintain a thriving, clean, and well-stocked office space to maximize teamwork and hospitality
 - Handle vendor relationships and welcome visitors
 - Coordinate the planning of Open Book parties, team celebrations, and the annual company retreat
 - Purchase, deliver, and/or mail client gifts, flowers, and care packages
 - Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner

- **Prepare logistics for key meetings, both internal and external**
 - Coordinate and create, in a timely manner, materials for meetings
 - Participate directly in meetings and follow-up with the relevant parties, as needed
 - Assist the CEO and other team members with information-gathering, communication with different parties, synthesizing materials, and keeping track of deadlines

- **Communicate internally and externally with high-stakes constituents**
 - Communicate with prospective clients and partner with CEO to manage initial inquiries so as to determine whether Open Book is a good fit
 - Write first drafts of proposals that accurately represent Open Book's point of view and value proposition for a new client
 - Interact with the Open Book board and strategic advisors
 - Write and edit emails and other materials on CEO's behalf

Our Culture:

We are a close-knit team motivated by mission—both our own (to help organizations invite people into their stories) and those of the clients we serve. We are:

- Passionate about serving mission-driven organizations
- Highly collaborative and value adaptability
- Self-starters that can operate and solve problems both independently and with direction
- Curious, interested in ideas, and comfortable with robust dialogue to hone a perspective
- Relational by nature, as building authentic connections is core to who we are
- Communicators who are skilled writers and verbal processors
- Helpful with a “get it done” mentality; as a small business, we all roll up our sleeves to tend to things big and small
- Learners who are constantly asking, listening and stretching, even when it's uncomfortable
- Lively and laugh easily, finding humor in ways that add fun and create delight

Select Clients:

Tim Keller + Redeemer Pres. Church (NYC)
The New York Project at Redeemer City to City
Thrivent Financial
Riverbridge Partners
PULSE
Together 2016 + Together 2018
Urban Ventures
TreeHouse
Safe Families for Children
YouthWorks
Youth Frontiers

Evereve
Vivo Kitchen
The Stony Brook School (Long Island)
Westminster Seminary (Philadelphia)
Hope Academy (Minneapolis, MN)
University of Northwestern-St. Paul
Anselm House at the University of Minnesota
Central Presbyterian Church (New York, NY)
Christ Presbyterian Church (Edina, MN)
Grace Presbyterian Church (Houston, TX)
First Presbyterian Church (Houston, TX)

If you are interested in this position, please write a cover letter (you can address it to Sharon Sampson, CEO) and email it with your resume to openings@teamopenbook.com.