



We're looking for an awesome Executive Assistant!

About Elemental Excelerator

Elemental Excelerator (EEx) is a nonprofit growth-stage accelerator committed to helping startups change the world, one community at a time. Each year, we find 12- 15 companies that best fit our mission and fund each company up to \$1 million to improve systems that impact climate change and people's lives: energy, water, agriculture, mobility, circular economy, and beyond. We are supported by the U.S. Navy and a diverse coalition of utility partners, corporate partners, state government, and philanthropic organizations. We have offices in Hawaii and California and work with startups, corporates, government, and other partners from around the world to deploy place-based innovation in Hawaii, California's disadvantaged communities, and strategically throughout the Asia Pacific region.

It is our belief that our most complex problems require collective action – and that this action must start at the local level. Our goal is not only to curate a portfolio of innovative and impactful startups, but also to build an ecosystem of passionate people working to change the world, one community at a time. We hope you'll join us.

Executive Assistant

We are looking for an Executive Assistant who will contribute to the growth of our program and companies in our portfolio, working together to solve urgent environmental problems. The EEx work environment and culture is fast-paced, fun, and results-oriented, offering opportunities to learn, grow, and contribute to a high-performing team!

The key responsibility for this role is to ensure everything runs smoothly for EEx's CEO. Activities may include:

Managing Schedules and Preparing for Meetings

- Manage CEO's calendar to support key priorities
- Implement internal meetings schedule (check-ins, weekly team meetings, monthly and quarterly strategy and goals, team off-sites, etc.)
- Serve as interface with external parties for meeting setup and execution (including confirming meeting attendees and locations, identifying/sending/collecting relevant materials, and preparing the meeting space)
- Proactively assist with meeting follow-up, including sharing notes and tracking action items
- Coordinate speaking appearances for CEO (including checking alignment with strategic priorities, gathering background information about audiences, and ensuring that materials are ready)
- Plan and coordinate travel for Elemental Excelerator CEO
- Read, research, and route correspondence; take phone calls and route messages

- Spot opportunities to improve scheduling and coordination across the team, both internally and externally

Building Relationships to Support the Organization

- Welcome visitors to the Elemental Excelsator space, and make them comfortable as a host
- Care for relationships with key partners, identifying potential needs and concerns and targeting positive engagement across the EEx program
- Support relationships through thoughtful interactions, such as writing and sending thank-you notes

Administration and Operations

- Assist Office Manager with all general/maintenance, helping to ensure office space is clean and organized, and supplies are stocked
- Ensure all systems are working effectively (e.g., phone, internet, mail)
- Assist with event planning, expense reporting, office management, and other needs that arise

Qualifications

Minimum Qualifications:

- 3+ years of experience working as an executive assistant, personal assistant, or related role
- Excellent oral and written communication skills
- Detail-oriented and thorough
- Outstanding organizational skills
- Team-oriented mindset
- Able and excited to work in fast-paced teams
- Resourceful with research and able to find information needed to be effective
- Experience exercising discretion and confidentiality with sensitive company information
- Creative in solving problems
- Receptive to feedback and highly coachable
- Eager to learn and take on new challenges

Location:

- The preferred location for this position is Honolulu, HI; candidates in the Bay Area, CA will also be considered
- Travel may be required

Compensation

Competitive pay will be offered commensurate with qualifications, and competitive benefits will be provided. This is a full-time, at-will position working 40 hours per week.

Please submit a resume and cover letter online at www.elementalexcelerator.com/mission. Equal Employment Opportunity Employer.