



Job Description

Job Title: **Executive Assistant (part-time)**
Reports to: President
Collaborators: President, Senior Consultants, Recruiting Associate, External Vendors

FLSA Status: Part-Time – Non-Exempt (20 hours per week, remote/work from home)
Compensation: Part-Time Salaried - \$20,800 annually (equivalent of \$20/hour)

Position Summary

The Executive Assistant works very closely with Tom O'Connor, President of Tom O'Connor Consulting LLC ("TOC"), to ensure that company operations and administration are being carried out in an organized, timely, and accurate manner. Duties range from office administration such as scheduling, expense tracking, billing, and file management; to assisting on project execution, such as report proofing, crafting meeting agendas, and note-taking; to supporting business development activity, such as drafting proposals (with direction), assisting with prospect outreach, etc. This is a prime opportunity for a motivated individual who wishes to join a growing company serving the arts and culture space, with many opportunities to collaborate and learn from industry leaders.

The position is currently part-time remote, with occasional in-person meetings required in New York City. There is a strong possibility of transitioning to full-time employment by the end of 2020 as the consultancy continues its growth trajectory.

Duties and Responsibilities

- Provide administrative support to consultancy President Tom O'Connor in carrying out his daily functions, including email, mail, and phone correspondence, as well as travel coordination and scheduling of meetings with industry colleagues and search candidates.
- Utilize QuickBooks for expense and invoice tracking, and serve as point of contact for clients on any billing/payment inquiries.
- Complete regular updates to website content using CMS (Wix, soon to be Squarespace).
- Provide support to Senior Consultants in the form of document proof-reading, formatting, and seeking reimbursements for any project-related expenses incurred.
- Assist Recruiting Associate with ongoing maintenance and reporting from consultancy applicant tracking system.
- Compile periodic newsletter with guidance from Tom and team, and deploy via MailChimp.
- Assist with all business activity, including proposal preparation (with direction), conference planning, presentation design/formatting, and original content.

Qualifications and Requirements

- 3+ years working in an office environment, preferably in a support or marketing coordinator function
- Familiarity with and passion for the arts and culture industry
- Exceptional organizational skills, including proficiency in all major Microsoft Office applications (Word, Excel, Powerpoint), videoconference platforms (Zoom, join.me, etc.), and Dropbox Business

- Proficiency in or demonstrated aptitude for learning Quickbooks Online; high attention to detail and comfort-level with financial information required
- Experience working with email service providers such as Mailchimp, and website platforms/CMS such as Squarespace preferred but not required
- Experience with design software for light graphic design work (i.e. image resizing, etc.) helpful but not required
- Excellent time management abilities while working in home office or other remote settings
- An ability to work within a small, fast-paced company with high standards of quality and excellence, but one that also respects and encourages work-life balance and appropriate boundary setting with all stakeholders
- Scheduling is flexible within standard weekday office hours (9a-6p ET) based on your availability; hours to preferably be spread across at least 4 days per week

Application Instructions

Interested applicants should submit a resumé and cover letter as a single PDF file to jobs@tomococonnor.co (note .co) with “Executive Assistant” in the subject line. Please indicate in your cover letter how you learned of this opportunity, and your anticipated scheduling availability.

Tom O’Connor Consulting LLC is committed to diversity in all hiring, both internally and on behalf of search clients. Applicants from populations under-represented in the arts and culture industry are strongly encouraged to apply.