



Summary: Stronger Families is on a mission to bring life-changing relationship skills to military, veteran, and first responder families so they can be strong and thrive.

Missing special moments and months away from home while facing daily danger, trauma, and uncertainty are only the beginning. First Responder communities can experience divorce rates up to 72%, while 50% of our nation's heroes experience PTSD, and 18-22 veterans take their own life by suicide every day. These heroes risk everything to keep us safe and all too often lack the training, support, and community to flourish at home.

Stronger Families is changing that, serving over 65,000 + families since 2012.

As a member of our team, you will join a dynamic group that is deeply committed to this mission and to excellence in all that we do. We value innovation, agility, and compassion and are proud to offer a competitive salary and benefits, a remote work policy, and professional development opportunities. Stronger Families is an Equal Opportunity Employer. Individuals from all backgrounds are encouraged to apply.

Job Title: Executive Assistant

Status: Part-time/Non-Exempt

Location: Remote

Reports To: Executive Team

Job Summary: The Executive Assistant will provide primary support to our Executive team, and secondary support to our Director of First Responder as assigned. Executing high quality and top-level administrative assistance to our executives will include but is not limited to schedule and calendar management, expense reimbursements and reconciliation, travel arrangements, meeting preparation, event coordination, and external/ internal communications.

Responsibilities:

- Plans, prepares, and provides a wide range of office and administrative duties

- Creates, communicates, and coordinates executive calendars, including direct contact with meeting participants as appropriate
- Manage First Responder opportunity pipeline
- Provides follow up communication to program participants and key influencers
- Creates and coordinates executive travel arrangements and logistics as requested
- Provides expense reimbursement and credit card reconciliations as requested
- Coordinates staff event and retreat logistics
- Prepares and provides communication and action items following conferences and tradeshow
- Creates and communicates top level correspondence, reports, and presentations as requested
- Seek out, secure, and support executive speaking engagements that increase SF brand awareness and opportunities in the First Responder community.

Education:

- High School Diploma/G.E.D, or equivalent required
- Associates or Bachelor's Degree preferred

Skills & Experience:

- 3-5 years of demonstrated excellence managing administrative and office duties, technology, and systems
- 3-5 years proofreading skills with demonstrated excellence providing copy proofing and edits
- Experience with databases and or CRMs preferred
- High level of technical accuracy and ability with the Microsoft application suite, calendar applications, and project management and presentation software
- Proven ability to problem solve and exercise sound judgement in making decisions in keeping with company policies
- Commitment to providing outstanding customer service and external communications
- Strong attention to detail and excellent organizational skills
- Self-starter and a passion for providing high level administrative support
- Proven ability to independently, effectively and concurrently manage multiple projects
- Demonstrates familiarity working in a fast-paced and dynamic work environment prioritizing wisely to meet deadlines and high expectations
- Capacity to anticipate project needs and align resources proactively to mitigate challenges and shortfalls
- Outstanding written and verbal communication and interpersonal skills and style across all relationship types
- Natural ability to represent Stronger Families in the community with an exceptional level of professionalism and poise under pressure

Compensation & Benefits:

Stronger Families is proud to offer a competitive salary, dependent upon qualifications and experience. We also offer numerous paid holidays off each year, remote work policy, as well as 100% employer paid cell phone stipend, and professional development opportunities for conferences, trainings, books etc.