

NOW HIRING | Executive Assistant to the CEO



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Date Posted: April 22, 2024

Job Title: Executive Assistant to the CEO

Reports To: Chief Executive Officer

| Job Summary:

The Association of Real Estate License Law Officials (ARELLO®) is now hiring an Executive Assistant to the CEO. This role provides critical administrative support to the Chief Executive Officer and potentially other senior management team members as organizational structures evolve. The Executive Assistant will play a key role in advancing a significant portion of ARELLO's aggressive strategic plan, which is governed by a board of directors.

ARELLO® is a 501c(6) nonprofit trade association that supports regulatory agencies and officials in real estate and related fields. ARELLO® facilitates the exchange of information and cooperation among regulators and policymakers across the globe to promote policies that enhance public protection in real estate transactions. It sets standards for real estate practice and education, and provides a forum for its members to collaborate on issues affecting the real estate industry. Additionally, ARELLO® develops and enforces guidelines to ensure that real estate license law is implemented fairly and uniformly.

| Specific Duties and Responsibilities:

Responsibilities will generally include member support, online inquiry responses, report preparation, word processing, budget analysis, spreadsheet and presentation creation for CEO reports (working together with Director of Communications & Marketing), and staying updated on industry trends and policy changes.

- **Committee Management:** Oversee and manage all aspects of committee meetings that the CEO serves as a liaison to; including preparation of meeting agendas, accurate recording of meeting minutes, and diligent follow-up on action items to ensure comprehensive support and facilitation of executive leadership tasks.
- **Manage Executive Communications:** Handle various forms of communication on behalf of the CEO, including drafting, reviewing, and sending corporate communications, managing incoming emails, calls, and posts. Act as a first point of contact for critical stakeholders and coordinate with various departments to gather information and prepare briefings for the CEO.

- **Organize Meetings and Schedules:** Maintain an accurate and dynamic calendar of appointments, schedule meetings, and coordinate logistics for both internal and external engagements. Prepare meeting materials, take minutes, and follow up on action items to ensure compliance and timely execution.
- **Project Management and Reporting:** Assist in overseeing projects with a keen eye for detail to ensure they progress on schedule and within budget. Generate reports that analyze current project status and forecast future needs and challenges. Facilitate communication between project stakeholders and the executive team to maintain project alignment with strategic goals.
- **Handle Confidential Information:** Manage highly confidential and sensitive information with discretion and integrity. Ensure secure storage and handling of personal and professional data pertaining to the CEO and the organization, and ensure compliance with legal and regulatory requirements.

| Knowledge, Skills, and Abilities Required:

- Exceptional organizational and prioritization skills, with the capacity to efficiently manage multiple tasks and adapt swiftly to changing priorities and conditions.
- Results-driven with excellent problem-solving abilities and a professional approach to resolution.
- Strong communication skills, adept in both verbal and written forms, across multiple platforms including newsletters and social networking.
- Resilient under pressure, demonstrating persistent stamina and drive.
- Proficient in Microsoft Office Suite, G Suite Workspace, Zoom Meeting Management, and various project management and communication tools such as Asana and Slack.
- Be familiar working with Apple products and apps to collaborate on shared lists and notes.
- Competence in financial tasks including basic bookkeeping, budget management, and financial reporting.
- Ability to work effectively both independently and collaboratively within a team, in office or remote settings.
- Capable of handling confidential and proprietary data with high digital competency and reliability.
- Committed to assisting executive leadership with special projects and routine duties aligned with organizational goals.
- Prepared for frequent on-camera meetings, ensuring a professional presence online with good audio, appropriate background, and presentability.

Please submit your resume and cover letter to Jessica Hickok via email
[**jessica@arello.org**](mailto:jessica@arello.org)

| Position Details:

- Full-time, remote position reporting directly to the CEO. Must have the ability to work in a space that is suitable for multiple on-camera meetings with availability between the hours of 8:30 a.m. and 4:30 p.m EST.
- May involve staffing structure changes and the potential to become a team director overseeing a remote team within the next 12-24 months.

- Starting annual salary is competitive, tailored for remote environments to allow flexible work schedules with a starting range of \$60,000-\$63,000 commensurate with experience.
- Comprehensive benefits package includes generous medical, vision, dental, and a 401(k) retirement plan with employer matching contributions up to 5%.
- Position will involve approximately 10% travel.

| Important Notes:

- This job posting will remain open until a suitable candidate is found.
- No phone inquiries. Direct all communications and applications via email to Jessica Hickok at jessica@arello.org.
- ARELLO® is a 501(c)(6) trade association committed to equal employment opportunities (EEO) for all, without regard to race, color, religion, sex, national origin, age, disability, or genetics, in compliance with applicable federal, state, and local laws regarding non-discrimination in employment.

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