



JOB DESCRIPTION

Executive Assistant

Position Details

Status: Exempt

Location: Remote, meeting 1–2 times/week in-person with the CEO in Santa Rosa, CA. Travel beyond Santa Rosa, CA is not expected.

Commitment: Full-time. Available and responsive 8:00am–5:00pm, Pacific time; schedule can be flexible with advance planning to accommodate family, school, or other commitments. Occasional evening and weekend work may be required.

Overview

[Potrero Group](#) is a small leadership consulting firm serving mission-driven organizations at the intersection of conservation, public lands, business, and social impact. We provide planning, executive and board search, and custom research and facilitation. We are a flexible, all-remote, family-friendly work environment in which people are encouraged to build work-life integration, learn and develop new skills, and bring our best work together in support of our clients and each other.

The Executive Assistant supports Potrero Group's executive, Leadership Team, and administrative needs. Their time will be allocated approximately 50% to CEO administrative, project, and business development support, including coordinating with the Leadership Team where needs overlap; 40% to project support; and 10% to general operational support.

Specific tasks will include drafting written correspondence, meeting and travel scheduling, marketing list management, notetaking, digital filing, online research and finding synthesis, proposal development coordination, AI integration, and other administrative tasks as needed to support a growing, fast-paced business.

Responsibilities

- Proactive calendar management, correspondence, and administrative support to the CEO
- Develop administrative systems, structures, and workflows that increase company-wide efficiency over time
- Correspondence with clients and other external audiences on behalf of the Leadership Team and project managers

- Meeting scheduling across the company, including for client projects and business development
- Travel arrangement and logistics support across the company as needed
- Data entry, database management, and troubleshooting on Loxo, LinkedIn, Google, MailChimp, and AI platforms
- Support client project in coordination with project leads and managers, including scheduling, drafting agendas, taking notes, producing minutes, managing technology, and client and search candidate research and identification
- Support coordination of search candidate correspondence, reference checks, and documentation
- Occasional online research requiring creativity, troubleshooting, critical thinking, and analysis
- Support business development scheduling and process tracking
- Support client proposal development and track RFP process execution
- Troubleshoot and solve needs that arise during the regular course of business
- Support business development, operations, and communications as needed
- Other tasks and duties as assigned

Competencies and Desired Experience

- Flexible, collaborative, and intuitive team player with strong interpersonal skills and high emotional intelligence—these qualities are shared across our firm
- Engenders trust among teams and clients
- Comfort with ambiguity and the need to troubleshoot and generate creative solutions
- Proactive, develops solutions and takes action where it will have a high impact without needing to be asked
- Demonstrated professionalism, discretion, and ability to navigate politically complex and confidential environments
- Ability to simplify complex problems (e.g., creating scheduling matrices, sequencing communications when multiple stakeholders are involved, or collating input from multiple sources) while maintaining high-quality standards
- Initiates and completes work proactively and with minimal supervision in a remote work environment
- Commitment to supporting a diverse, inclusive, equitable workplace
- Demonstrated excellence in verbal and written communication
- Exceptional organization skills and attention to detail
- Ability to conduct online research and information analysis and synthesis, familiarity with AI tools, prompts, and workflow integration (and their limitations)
- Experience with database use and management, specific MailChimp and Loxo ATS/CRM experience a plus

- Expertise with software that is seamlessly compatible with Potrero Group systems, including MS Office, Google Workspace and Gemini, Loxo, Slack, Zoom, and Monday.com
- Access to an up-to-date computer, telephone, and reliable high-speed internet
- 3+ years Executive Assistant or Executive Administrator experience, ideally in a consulting, philanthropy, or search firm environment

Compensation

The salary range for this position is \$70,000–\$90,000, commensurate with experience, knowledge, and aptitude. Potrero Group offers a growing benefits package that includes employee health, dental, and vision coverage support, 401(k) with a 3% annual company contribution, \$1000 annual remote office infrastructure reimbursement, and \$600 annual wellness stipend.

To Apply

Please visit potrerogroup.com/EA and click “Apply Here.” Submit a resume and cover letter describing your qualifications that match the position criteria and what you will bring to the role. Questions? Contact Andy Leider, aleider@potrerogroup.com.

Potrero Group is an Equal Opportunity Employer. We believe that our overall effectiveness is enhanced when equity and inclusiveness are practiced and protected throughout our organizational governance, culture, and staffing. Potrero Group does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship, or any other basis prohibited by law in any of its policies, programs, or operations.