



## adeo: hiring executive assistant

### about adeo.

We are communications, advocacy and brand leaders who revere authenticity, respect nuance and value collaboration.

Our team crafts public education campaigns that break through, delivers relationships with people and institutions that matter, builds meaningful coalitions and fosters consensus for our clients across industry and platform. Decades of work in diverse and often contentious public affairs engagement has fostered what we believe is a unique perspective on impacting policy and process. We know what works, and often more important, what doesn't work when educating decision-makers and their constituencies.

This experience, coupled with an unwavering commitment to innovation, drives our appreciation for the idea that what we learned 20 minutes ago may often be more relevant and compelling than something we've practiced for 20 years. While staying true to the basic principles of communication and public affairs, we thrive at the cutting edge.

Where politics and policy meet, we know how to influence. We are problem-solvers, thoughtful advocates, community organizers and strategic advisors. We find solutions that deliver wins for both our clients and for the constituencies they serve, because it is only at this delicate intersection that real engagement and change can occur.

Our clients are leaders in government, energy, health care, retail, real estate and non-profit issue advocacy – and nearly any other sector seeking to build their brand or garner support from state and local decision-makers. Our work has secured historic public financing approvals for local infrastructure projects, shifted public dialogue around intensely emotional policy issues, positioned executives as sought-after industry leaders and supported local organizations to inspire their memberships for greater community benefit – promoting loyalty, commitment and action to achieve measurable results.

### about the job.

adeo is looking for a skilled Executive Assistant to provide organized and detailed communication and administrative support in a fast-paced agency environment. You will support scheduling and correspondence for the company president, in addition to handling various company and personal projects/tasks such as booking travel, editing documents, planning events, researching client issues and personal errands.

In addition to supporting adeo's president, you will collaborate with the adeo team on internal and external projects. You will be asked to deal with sensitive and confidential information, tight deadlines, and personal matters. You will also have a lot of fun.



### responsibilities.

- Serve as a point of contact between president and external contacts
- Correspond via email with internal/external contacts
- Arrange meetings and appointments and provide reminders as needed
- Schedule personal appointments for president
- Taking notes during meetings and conference calls as needed
- Run general errands for president
- Handle requests and queries appropriately
- Make travel arrangements
- Edit articles, emails, and other written/creative material
- Plan and organize company and client events
- Contribute to the [adeo](#) culture

### things that make you a perfect fit.

- Efficient with virtual tools like Office 365, Dropbox and more
- Discrete, attentive and responsive
- Experience in a communication/support role
- Impeccable communication skills, both written and verbal
- Exemplary planning and time management skills
- Ability to proactively manage responsibilities (completing tasks before being asked)
- Ability to quickly adapt to office management systems and procedures
- Desire to refine and organize processes to achieve optimal efficiency
- Positive and overall pleasant demeanor
- Ability to multitask and prioritize daily workload
- Ability to travel and/or house sit
- Must like dogs
- Must have your own transportation
- Ability to be flexible and collaborative
- Bachelor's degree is preferred
- Flexible – willing to work evenings and weekends when projects require

### next steps.

Please submit a cover letter, resume, salary requirements and references to [jobs@adeoadvocacy.com](mailto:jobs@adeoadvocacy.com) with EA in the subject line.

adeo is committed to building a diverse and strongly encourages women, minorities and candidates of all gender identity and expression to apply.