

PATH FOR GROWTH LLC

Job Description

Job Title	Executive Assistant (Part-time)
Reports To	Chief Operating Officer

Why does Path for Growth exist?

We exist to help impact-driven leaders step into who they were created to be SO THAT others benefit and God is glorified.

What does Path for Growth stand for?

Point to Jesus

- When people collide with Jesus they experience absolute grace and absolute truth. It will always be in the context of a relationship. It will always be abounding in grace. But it will not sacrifice the power, or certainty, of absolute truth. As a team, we will point to Jesus.

Alignment

- Our team doesn't teach about things we have not yet done. We are committed to practicing healthy growth and we hold each other accountable to it. We don't present content we are not willing to live.

Freedom and Responsibility

- A person's freedom is directly linked to their responsibility. If our team members want more freedom then they take on more responsibility. Most people don't experience this degree of freedom. And that's because most people can't handle the degree of responsibility it demands.

Treat People Like Friends

- We treat customers, teammates, leaders, vendors, contractors, potential customers, competitors, waiters and waitresses... people who we disagree with... like our friends. Friends act in each other's best interest.

Strength is for Service

- We work, build, connect, expand, and grow SO THAT we can serve. When we are strong in a specific area then we are grateful and immediately look for opportunities to leverage that strength in service of others.

What does winning look like?

These (bold text sentences below) are the Key Result Areas (KRAs) that serve as the outcomes that the Executive Assistant is responsible for achieving and sustaining. KRAs are reviewed regularly in one-on-one meetings between leaders and their team members to identify if the outcome is red (not true), yellow (inconsistently true), or green (consistently true).

Assigned executive's calendar(s) are proactively managed.

- Works with CX team members to schedule sessions/events.
- Works with Marketing team members to schedule podcasts/etc.
- Leads regular conversations with the executive on upcoming calendar events for the purpose of review and preparation.

Maintains and executes an easy-to-use system for the executive to request tasks to be completed.

- Assigned executive's requested tasks are executed and managed using Asana.
- Assists executive in completing the tasks they've committed to.

Assigned executive's travel plans are managed.

- Traveling preferences are documented; memory is not a long-term solution.
- Executive is prepared ahead of time for upcoming traveling plans (lodging, rentals, etc.).

Assigned executive's inbox is managed, sorted, and ready-for-use by the executive.

- Emails that don't need executive's specific response are handled.
- Emails that specifically need the executive's response are organized and flagged on executive's device(s) so that they know what to act on and what not to act on.