



## OPERATION GRATITUDE Position Description Form

**JOB TITLE:** Executive Assistant  
**DEPARTMENT:** Senior Executive Staff  
**REPORTS TO:** Chief Executive Officer  
**LOCATION:** Remote

### MISSION + VISION:

**Mission:** Our mission is to honor the service of our military and first responders by creating opportunities to say thank you

**Vision:** We envision a future where all who serve believe the American people care

### THE OPPORTUNITY:

The Executive Assistant provides administrative and management support to the CEO and other designated members of the Executive Team, as well as liaison with the Chief of Staff to assist with the staff, strategy, and program integration across the organization.

### KEY RESPONSIBILITIES:

- Manage Executive appointment calendars; plan and schedule Executive meetings and travel
- Reconcile expenses incurred for Executive travel
- Plan, organize, carry out, and evaluate special projects as assigned by the CEO
- Act as liaison between executive team and staff by training and assisting staff on task management systems, calendars and dashboards
- Conduct research on various subjects relevant to the mission of the organization
- Prepare and edit emails and other strategic communications for the CEO
- Prepare special reports, presentations, and summaries for the Executive team and the Board
- Assist with staff and program integration

### KEY REQUIREMENTS AND QUALIFICATIONS:

#### REQUIRED QUALIFICATIONS

- Excellent verbal, written, interpersonal, and group communication skills
- Passionately embrace the mission and values of Operation Gratitude and convey sincere compassion for, and understanding of, the Military, Veteran, and First Responder communities
- Appreciate the spirit of volunteerism and service, and understand the critical role that volunteers play in the organization
- Strong administrative, organizational and time management skills; ability to self-set own priorities and meet deadlines
- Solid interpersonal skills and able to be a powerful and effective communicator
- Must be flexible and able to work some nights and weekends
- Strong personal code of ethics, integrity, diversity, and trust

**DESIRED QUALIFICATIONS**

- Bachelor's Degree

Operation Gratitude is an equal opportunity employer. For more information about Operation Gratitude, please visit [www.operationgratitude.com](http://www.operationgratitude.com)

**PROFESSIONAL LEVEL:** Managerial/Exempt

To apply please email resume and cover letter to Cheryl Zerah at [Cheryl@operationgratitude.com](mailto:Cheryl@operationgratitude.com).