



Title: Executive Assistant

Location: Washington, DC

Type: Full-time

Start Date: As soon as possible

The responsibilities of the Executive Assistant are to strategically manage business development efforts and daily activities of MeanGreen Media CEO & Creative Director. The role will also help facilitate business and office operations, fulfilling new and different tasks on an ongoing basis. The ideal candidate has experience in administrative support. They need to be extremely organized, capable of organizing others, and able to anticipate needs and solutions. The ideal person is agile, eager to learn--but equipped with experience--great at research, and detail-oriented. We anticipate this role will develop into that of a strategic counterpart for the CEO and management team. The work generally is conducted in person at the office; however, some flexibility around remote work will be considered while DC is under Covid-19-related restrictions.

Responsibilities include, but are not limited to:

- Assist with daily operations, performing an array of administrative tasks from managing calendars, generating correspondence, maintaining files, and coordinating meetings
- Handle inquiries and develop action plans to address them
- Assist with the preparation and dissemination of communications, proposals, reports, etc
- Coordinate and track sales activities and data for the CEO/Creative Director
- Be responsive to public-facing communications, including email and social media
- Research, collect, and analyze information and data
- Assist with accounts payable and receivable
- Manage the office and ensure the team has all necessary resources
- Assist with special projects
- Other duties as assigned

Skills:

- A keen interest in and experience assisting an executive with the daily management of tasks and operations
- Experience working in CRMs and with Google Suite
- Proven ability to document/track activities, move projects forward, and ensure follow up with key stakeholders
- Strong written and verbal communication skills
- Demonstrated ability to maintain confidentiality of sensitive information



- Impeccable organization skills, including the ability to keep others organized
- Emotional intelligence, including effectively coping with change
- Resilient and willing to undertake challenges in a growing company
- The ability and willingness to collaborate on all levels of work
- A desire to grow professionally and take part in upper level decisions for the company

Qualifications:

- Two years experience assisting executives or project managers
- Associate degree

Compensation: \$50,000 - \$60,000 DOE

Benefits: MeanGreen Media offers a portfolio of small-business benefits, including vacation, sick days, and most federal holidays (plus a couple MeanGreen holidays), several happy hours and meals throughout the year, bicycle and vehicle parking, and an office with a fully stocked kitchen, work-out space, and shower. Additional information about benefits can be provided during interviews.

About MeanGreen: MeanGreen collaborates with agencies, strategists, and executives to develop and produce creative content for campaigns, causes, and brands. We work in video, digital, and experiential; are equally comfortable with live action and animation; and specialize in solutions that bridge the gap between communication strategy and creative execution.

Company core values--what we value in clients and team members--include:

1. Collaborative,
2. Hungry,
3. Good to work with,
4. Make you better, and
5. Forward-thinking.

For more information, visit: meangreenmedia.com.

To Apply: [Click here \(or below\) to complete the online application](#) by answering a few questions and uploading your resume and cover letter (Cover letters should be half a page to one page long.). No calls, please.

https://docs.google.com/forms/d/e/1FAIpQLScQBMD0y8w_5EA7L8FqrDdme8TkR3RVshIrbTFgdZBn_tyVGQ/viewform