



Job Description: Part-Time Virtual Executive Assistant at Katalyst

[Katalyst](#) is a progressive, woman founded and led startup committed to fostering integrity, equity, and compassion in all aspects of our work. We operate in three core areas of business: executive consulting, a growing online membership community, and events/retreats. Our primary customers are nonprofit/NGO executive directors, presidents/CEOs and boards as well as Black women and women of color consultants.

As our [founder's](#) right hand, we are seeking a talented, dedicated, and experienced part-time Virtual Executive Assistant who shares our values and is excited about supporting the administrative functioning of our organization.

We offer a flexible part-time schedule with an ability to work from anywhere. \$30/hr. 8-10 hrs/wk.

Responsibilities:

1. **Administrative Support:** Provide comprehensive administrative support to our founder, ensuring seamless operations and effective time management across our consulting, online community, and events/retreats. Manage tasks lists, email, calendars, schedule meetings, organize travel arrangements, and handle correspondence with professionalism and discretion. Help keep our founder organized and on top of her many competing priorities.
2. **Communication Management:** Act as a key point of contact for internal and external stakeholders, responding to inquiries, filtering requests, and prioritizing information flow. Craft clear and compelling communications on behalf of the founder, maintaining the organization's tone and values.
3. **Project Coordination:** Assist in project management by coordinating tasks, deadlines, and deliverables across our consulting, online community, and events/retreats areas. Collaborate closely with various stakeholders to ensure projects are progressing smoothly and provide regular updates to the founder.
4. **Document Management:** Maintain an organized system for digital file management, including confidential documents, contracts, and agreements. Ensure the accessibility and security of files while facilitating seamless collaboration among team members.

5. Research and Reporting: Conduct research on relevant industry trends and potential business and partnership opportunities. Compile reports and presentations, providing valuable insights to support strategic decision-making.

6. Event Support: Assist in organizing and coordinating company events, workshops, and retreats, both virtual and in-person. This includes logistical planning, coordination with vendors, and ensuring a smooth execution of our events/retreats.

Qualifications:

- Passionate alignment with Katalyst's values of integrity, equity, and compassion
- A penchant for virtual collaboration, with excellent (clear/concise/friendly) written and verbal communication skills that shine through email, chat, and video conferencing.
- Previous experience as an executive assistant or similar role, demonstrating exceptional organizational and administrative skills.
- Attention to detail is a must as the existing team is often juggling multiple priorities so we need to be able to trust that we won't need to review work or follow-up on tasks
- Proven ability to manage multiple tasks simultaneously and meet deadlines
- Proficient in using productivity tools such as calendar management systems, project management software, and digital file organization platforms.
- Tech-savvy and comfortable with virtual communication tools and collaboration platforms.
- Highly proactive and self-motivated, with a drive for taking ownership and finding innovative solutions
- Creative problem-solving abilities, coupled with a positive attitude and a willingness to think outside the box.
- Comfortable with setting up SOPs
- Discretion in handling confidential and sensitive information
- Experience working with and building startup communities is highly valued. If you've had previous involvement in fostering vibrant entrepreneurial ecosystems, cultivating relationships, and organizing events, we want to hear from you!

Katalyst's current tech stack:

Wix

Circle

LinkedIn

Quickbooks

Calendly

Stripe

PayPal

Canva

SmugMug

Google suite

ChatGPT

We need a marketing/sales funnel system and CRM.

This is an exciting opportunity to contribute to a growing organization while working alongside a down to Earth, uplifting, dynamic and passionate team dedicated to making a positive impact in the lives of Black women and women of color consultants.

To apply, [please submit](#) your resume and a brief statement explaining how your experience aligns with Katalyst's values and why you are interested in this role. We look forward to hearing from you!