



## Executive Assistant (President's office)

**Location: NYC**

### **ABOUT PURE EARTH**

Pure Earth is a growing international nonprofit addressing one of the most urgent yet solvable global health crises, toxic pollution and its profound impacts on human health. We specialize in preventing lead and mercury exposure, deploying innovative, evidence-based solutions in low- and middle-income countries worldwide. Our initiatives not only protect vulnerable children and communities today but also build sustainable systems to ensure lasting change for future generations.

Recognized globally for our impactful programs and leadership on these issues, Pure Earth enjoys strong partnerships with governments, renowned philanthropies, and leading international development institutions. Our credibility is underscored by top ratings from nonprofit evaluators such as Charity Navigator and Candid/GuideStar.

With new multi-year funding, Pure Earth is scaling up proven interventions, establishing new country offices, and broadening cross-sector collaborations. At Pure Earth, you will be part of an agile, passionate team that swiftly translates science and innovation into meaningful action. Your contributions will yield measurable outcomes, transforming lives around the globe.

### **POSITION SUMMARY**

The Executive Assistant to the President is a trusted operational partner responsible for ensuring the President's time, attention, and decisions are aligned with Pure Earth's highest priorities. The role serves as the central coordination point for the President's office, translating priorities into action, ensuring meetings and decisions are well-prepared, and maintaining momentum across complex initiatives.

The Executive Assistant anticipates needs, manages information flow, prepares briefing materials, drafts professional communications, and ensures the President is fully prepared for meetings, travel, and external engagements. Acting as a connective tissue across senior leadership, Board members, staff, and external partners, the Executive Assistant enables clarity, follow-through, and disciplined execution.



This role requires exceptional judgment, discretion, and reliability. The Executive Assistant is expected to operate with a high degree of independence within agreed guardrails, making day-to-day decisions, escalating issues thoughtfully, and representing the President's office with professionalism and credibility. The role reports directly to the President and works closely with senior leadership.

## **JOB RESPONSIBILITIES**

### **Executive Operations**

- Manage a complex, high-volume calendar by prioritizing requests, sequencing meetings strategically, and protecting the President's time for decision-making, deep work, and external engagement.
- Ensure the President is fully prepared for meetings by developing meeting briefs that include background context, participant bios, key questions, and relevant materials.
- Track the President's priorities, commitments, and long-term initiatives, proactively prompting follow-up and ensuring progress against deadlines.
- Conduct targeted research, synthesize insights, and develop clear materials to support executive decision-making on strategic initiatives and time-sensitive issues.
- Serve as a central point of coordination for Board and Committee meetings, including timelines, materials, logistics, and follow-up actions.
- Maintain organized digital and physical filing systems to ensure fast, reliable access to critical documents.

### **Confidentiality & Professional Judgment**

- Handle highly sensitive information related to personnel, finances, governance, and partnerships with discretion and sound judgment. Navigate confidential and complex situations with maturity and emotional intelligence, representing the President's office with professionalism, tact, and integrity.

### **Communications & Collaboration**

- Manage, triage, and draft responses to incoming communications, ensuring timely follow-up and alignment with the President's priorities and voice.
- Evaluate and prioritize meeting requests, resolve scheduling conflicts, and recommend strategic trade-offs that support organizational goals.



- Oversee the preparation of speeches, presentations, and briefing notes by coordinating inputs, editing for clarity and tone, and ensuring materials are decision ready.
- Build strong working relationships with internal teams, Board members, and external partners to support effective coordination and information flow.
- Plan and coordinate executive meetings, retreats, and Board-related activities, ensuring logistics, materials, and follow-up actions are managed with precision.

### **Travel & Logistics Management**

- Plan and coordinate complex domestic and international travel, producing clear itineraries and concise briefing materials for each trip.
- Real-Time Troubleshooting: Proactively monitor and resolve delays or cancellations.
- Coordinate logistics for meetings, events, and executive retreats, including venue arrangements, materials, and support services.
- Manage expense reconciliation and ensure post-trip notes, follow-ups, and action items are captured and tracked.

### **QUALIFICATION:**

#### **Education & Experience**

- Bachelor's degree, preferably with experience in or exposure to nonprofit, international, or mission-driven organizations.
- 5+ years of executive support experience supporting senior leadership or C-suite executives, ideally in a fast-paced, high-impact environment such as a global nonprofit.

#### **Technical & Digital Skills**

- Advanced proficiency with office productivity suites, including Microsoft Office (Word, Excel, Outlook, PowerPoint) and cloud platforms such as Google Workspace; strong capability with collaboration tools like Microsoft Teams and Zoom.
- Competence with project and workflow management tools such as Asana, or similar platforms to organize tasks, monitor deliverables, and support cross-team coordination.
- Comfortable using tools for data organization, reporting, and visualization, including advanced spreadsheets and dashboard tools, to support informed executive decision-making.
- Highly proficient in PowerPoint and Excel, with the ability to produce polished presentations and detailed data reports.



- Knowledge of AI-enhanced tools and productivity applications (e.g., ChatGPT, Gemini, Microsoft Copilot and similar platforms) is preferred to improve workflow automation, communication drafts, and executive support efficiency.

### **Core Competencies**

- Exceptional organizational and time-management skills, able to manage complex schedules, competing priorities, and high volumes of concurrent tasks in a global context.
- Strong written and verbal communication abilities, including the ability to draft professional correspondence, executive briefings, and reports that reflect the President's voice and organizational mission.
- High level of discretion, professionalism, and emotional intelligence, with demonstrated ability to handle confidential information and sensitive matters with maturity and tact.
- Proactive problem-solving and critical thinking, including the ability to anticipate needs, identify challenges early, and propose effective solutions independently.
- Strong interpersonal and relationship-building skills to foster effective communication with staff, global partners, donors, Board members, and external stakeholders.
- Adaptability and resilience, able to thrive in dynamic, fast-paced environments and pivot priorities as organizational needs evolve.
- Cultural awareness and sensitivity, capable of interacting respectfully and effectively across diverse teams and global regions.

### **Other Requirements**

- Fluent in English; proficiency in additional languages relevant to the region or global operations is a plus.
- Authorization to work in the US is required.

### **PAY TRANSPARENCY:**

This is a full-time exempt position with a compensation range of \$80,000 - \$96,900(L4). This role is eligible for benefits including medical, dental, and vision benefits, paid holidays, paid sick time, paid parental leave, 401(k) plan participation, and life and disability insurance.

### **EQUAL EMPLOYMENT OPPORTUNITY AND RESONABLE ACCOMMODATIONS**

It is the policy of Pure Earth to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender or gender identity, age, national origin, veteran status, disability, sexual orientation



or any other protected status. We provide reasonable accommodations to applicants with disabilities. If you require accommodation to complete the application or interview process, please let us know when you are contacted for a screening or interview.

***This job description may be revised and updated as required to meet organizational objectives.***