



Executive Assistant Job Description

Employment Type: Full-Time (Pacific Time Zone)

Salary: \$22.00 per hour

Location: Remote

Benefits: Full

Organization Summary

Adasina Social Capital is an investment and financial activism firm that believes that community-sourced impact data should set the standards for how publicly traded companies participate in racial, gender, economic, and climate justice. Our diverse team of people from non-traditional backgrounds works closely with the communities we intend to impact – aligning investors with social justice movements. In addition to managing investment portfolios, Adasina mobilizes investors to drive long-term impact through industry campaigns and education.

Job Summary

The Executive Assistant will act as an administrative assistant to a financial firm focused on social justice, working primarily with the Chief of Staff (CoS) and the Chief Executive Officer (CEO). The Executive Assistant will work to support the Strategy Team, which is responsible for managing Adasina's investment products, social justice work, marketing, and business development (i.e., sales) strategies.

Details of Role

EMAIL & CALENDAR MANAGEMENT (40%)

- Actively manage high-volume email inboxes and calendars for CoS and CEO
- Identify and sort incoming messages and proactively draft appropriate replies on behalf of CoS and CEO
- Monitor email inboxes and alert CoS and CEO of time-sensitive messages received throughout the day

ADMINISTRATIVE SUPPORT (30%)

- Assist CoS with maintaining detailed timelines for multiple projects and performing follow-up tasks
- Create agenda, take notes, and perform task follow-up for multiple internal and external meetings
- Maintain thoughtful and consistent file organization for documents within Google Workspace
- Track and manage receipts and expense reimbursements for various team members
- Make and manage travel arrangements for the CEO, CoS, and various other team members



- Create additional capacity for the CEO by performing limited personal calendaring and management tasks

MARKETING, COMMUNICATIONS & BUSINESS DEVELOPMENT SUPPORT (30%)

- Assist CoS and CEO with creating written and visual marketing materials
- Copy edit, proofread, and professionally format numerous internal documents and external communications, including email templates, newsletters, process documentation, reports, and presentations among others
- Support CoS with implementing external communications through digital platforms, including social media and websites
- Maintain consistent branding across Adasina's internal and external documents, presentations, and written materials
- Assist in developing business development communications systems and templates, including emails, meeting agenda, presentations, and proposals
- Field and maintain responsibility for timely and appropriate responses from Adasina to all incoming interest
- Track the progress and pipeline of incoming Adasina interest within customer relationship management (CRM) system; coordinate introductions to appropriate members of the Adasina team when necessary

Requirements

- Stellar written, verbal, and visual communication skills
- High attention to detail and consistent commitment to accuracy
- Ability to prioritize competing responsibilities, including regularly negotiating tradeoffs between speed and accuracy
- Demonstrated interest in marketing, communications, and business development
- 1-2 years of relevant experience
- Google Workspace experience and high proficiency
- Ability to work with a diverse range of staff and partners
- Strong organizational skills and time management abilities
- Willingness to learn new skills and systems and collaborate in other areas as needed

Preferred Qualifications

- Background in marketing and business development
- Experience with HubSpot or similar CRM system
- Experience with Monday.com or similar project management work operating system
- Experience with Mailchimp or similar communications platform
- Experience developing and managing relationships with diverse groups of people
- Basic understanding of investing or finance is useful, but not required

How to Apply

To apply, please submit your resume and a cover letter explaining your qualifications and why you are interested in the position to apply@adasina.com. Please have the subject line of the email read "Application for EA_[Your Last Name], [Your First Name]." Applications will be accepted until the position is filled and will be reviewed on a rolling basis.

Adasina values creating a diverse workplace that reflects our values and community. Women, BIPOC, and LGBTQ+ candidates are strongly encouraged to apply. Investment management and financial services are a



highly regulated industry, therefore all applicants must respect confidentiality, adhere to the firm's Privacy Policies and Code of Ethics. Pursuant to the California Fair Chance Ordinance, Adasina Social Capital will consider for employment qualified applicants with arrest and conviction records.