

# Staffing Agreement: Executive Assistant to the President

The goal of Staffing Agreements<sup>1</sup> is to shape every role at Fearless Guides to fit each team member's skillsets and passions while ensuring that Fearless's requirements are met.

## Role Description

### Summary

The Executive Assistant to the President will make the most impact at Fearless by providing exceptional administrative support to the President of our company. The ideal candidate should have exceptional communication skills, be highly motivated, and be able to prioritize multiple tasks in a fast-paced environment. Their skill set is critical to our work because they are adept at organizing, prioritizing, tracking, and managing workflows.

### Responsibilities and Contributions

#### President calendar, scheduling, traveling, prep, intel, follow-up (20 hrs/wk)

- Manage the President's calendar, schedule, and appointments.
- Assist with preparation for meetings and editing of correspondence, reports, and presentations.
- Prepare agendas, take minutes, and ensure follow-up on action items for all meetings attended by the President.
- Handle other administrative duties as assigned by the President.

#### How we measure success:

- Manage the President's calendar within set requirements and ensure priorities are focused on.
- Ensure participants of meetings know the purpose and outcomes and have necessary pre-work and information ahead of time, including the President.
- Ensure participants are communicated with before and after the meeting with clear next steps.
- Ensure handoffs happen effectively.
- Take notes/synthesis and share when needed.
- Schedule follow-up work time on the calendar as needed.

#### Events logistics support (2 hrs/wk)

- Coordinate all travel arrangements, including flights, accommodation, and ground transportation for retreats.
- Provide support in planning and coordinating company events and functions.
- Preparation and logistics for recurring all-hands meetings. SOU Logistics/Prep
- Preparation and logistics for recurring Management Team meetings.
- How we measure success: Survey results from the team around the logistics/communications for these events.

### Special Projects (4 hrs/wk)

- This time allotment accounts for project management, rocks management, and operations substitutions.
- How we measure success: Dependent on each project's outcomes.

### Cross-Functional/Family Support (2 hrs/wk)

- Support rocks management efforts.
- Coordinate cross-functional and family implementation efforts to ensure the successful execution of projects.
- Implement internal communications initiatives to improve company-wide communication and engagement.
- Re-develop channels for improved efficiency and effectiveness.
- Support data management efforts and the optimization of the Fearless tech stack.

### Buffer (4 hrs/wk)

- This buffer-time allotment accounts for happy hours, state of the organization meetings, planning meetings, etc.

## Essential Skills, Experience, or Competencies

### Domain competency and growth

We use the Competency Dictionary to establish a shared language so that everyone at Fearless can

1. Set clear, explicit expectations
2. Give and receive meaningful feedback, and
3. Support our own and each other's growth

The table below outlines the expectations for your role. The three most important competencies for the role are underlined below.

Area 1: Operating and Managing	
<b>Organizing, Planning, &amp; Executing (OPE)</b>	<b>1.5</b>
The EA to the President must be competent at organizing, prioritizing, tracking, and managing workflow and resources.	
<b>Making Decisions &amp; Demonstrating Judgment</b>	<b>1.5</b>
The EA to the President must be competent at using appropriate breadth and depth of context and data to make sensible and timely decisions, and displaying sound judgment when faced with opportunities and challenges.	
<b>Learning and Continuously Improving</b>	<b>1.5</b>
<b>Domain Expertise</b>	<b>1</b>
Area 2: Building Relationships & Influencing Others	

<b>Building Relationships and Networks</b>	<b>1</b>
<b>Understanding Perspectives</b>	<b>1.5</b>
<b>Communicating Effectively</b>	<b>1.5</b>
The EA to the President must be competent at using appropriate media to deliver messages and can effectively convey information through these avenues.	
<b>Influencing Others to Achieve</b>	<b>1</b>
<b>Area 3: Reasoning and Strategic Thinking</b>	
<b>Defining the Opportunity/Problem</b>	<b>1.5</b>
<b>Conducting Analysis</b>	<b>1</b>
<b>Synthesizing, Integrating, &amp; Developing Strategies</b>	<b>1</b>
<b>Area 4: Culture Code &amp; Core Beliefs</b>	
	<b>1</b>

## Authority and decisions

- **Managing the President's calendar.** You have the authority to determine the President's calendar on a month-to-month, week-to-week, and day-to-day basis.
- **Scheduling the President's day.** You have the authority to adjust the President's time and calendar in real time.
- **Communicating for the President.** You decide who and when to communicate what information and in what way as it relates to the President's time.
- **Accepting or declining events for the President.** You decide what meetings or events to say yes or no to based on the President's priorities.
- **Managing your workflow.** You decide what tools and resources to use to help you do your job.

## Potential challenge areas

Below are the potential challenges someone might face in this role:

- **Prioritization.** You will be challenged to prioritize and communicate priorities in a people-centered way.
- **Critical Feedback.** You will be challenged to say "No," in a way that makes people feel good.
- **Global team.** You will be challenged to obtain responsiveness on urgent matters from a global team to move something forward.

## Team structure

The Executive Assistant will report directly to the President, Will Seamans.

## Hours and availability

- **Hours per week:** You will work approximately 32 hours weekly, being available

Monday through Friday on and off during East Coast business hours. Said differently, you'll need to be responsive approximately 6 hours each working day during East Coast Time.

- **Internal availability:** You will be invited to—and expected to attend—internal meetings across Fearless, including management meetings, planning days, etc.
- **Remote work:** You can work anywhere you'd like! You will need to attend in-person meetings as required with fair advance notice.
- **Client/participant availability:** We are committed to being available to clients based on the standard working hours per their time zone. Our clients are based in the United States, so team members who are not in the U.S. must be available for live meetings and other client requests as needed.

## The candidate

### Must-Have Skills

Fearless is looking for someone who is:

- **Meticulous.** You create effective, efficient, and prioritized work and contingency plans.
- **Savvy.** You understand resource requirements and plan accordingly to leverage resources to accomplish tasks.
- **Strategic.** You effectively prioritize choices and actions and demonstrate good judgment in handling situations with various available information, degrees of ambiguity, and time sensitivity.
- **Analytical.** You consider several perspectives, including internal and external contexts, to identify the pros, cons, and implications of potential choices.
- **Intentional.** You select appropriate media to ensure that key points are understood and retained across a variety of audiences.
- **Persuasive.** You articulate facts, ideas, and opportunities to individuals and groups through effective and compelling writing forms.
- **Expressive.** You verbally communicate facts, information, and ideas to individuals and groups in an engaging, clear, and succinct manner.

### Icing-on-the-Cake Skills

- Exceptional proficiency in Google Suite and other relevant software.
- Ability to quickly learn and navigate multiple tech stacks.
- Excellent organizational, communication, and interpersonal skills.
- Strong attention to detail and the ability to multitask.
- Ability to work independently with minimal supervision.
- Flexibility to work hours as needed.
- Impeccable integrity, professionalism, and confidentiality
- Ability to adapt to changing priorities and handle pressure in a fast-paced environment.

## Values and Cultural Alignment

It's essential that all our team members are aligned with our Core Beliefs and Culture Code.

## Core beliefs

Core beliefs are the way we want the external world to experience Fearless, which means we also must embody these internally.

- **Guide from beside.** We do not sit in ivory towers. We do not tell; we show. We hit the trail with you, help you see what's around the next bend, and lend a helping hand to get up the incline. Your success is our success; your failure is our failure. We walk beside you every step of the way.
- **Create the conditions.** We design content and experiences based on an in-depth understanding of the latest research on adult learning and retention, which indicates that adults learn by doing and by making connections with their head and their heart. Lasting growth and change happen when participants come to conclusions themselves. Our job is to create the conditions and manage the process to guide our clients there, then help them do the same for their team and organization.
- **Impact matters most.** If our clients don't see and feel a meaningful impact in 3 months, we've failed. Everything we do is chunked into 12-week cycles on purpose: it simultaneously creates accountability and demonstrates progress in a reasonable amount of time. If clients don't get what they thought they deserved, we'll give them their money back, no questions asked.
- **Go add value.** Everything we bring to our clients is theirs to keep. Anytime we introduce a tool or framework and teach our clients how to use it, we also help them integrate it into the organization's fabric so it sticks.

## Culture Code

The culture code is the way we treat each other internally. Our Culture Codes shape our team climate and culture.

- **We believe in the power of organizations to promote the pursuit of meaning in a person's life.** As such, we practice extreme flexibility and intentional community building, create shared agreements between individuals and the organization, and are committed to personal development.
- **We believe that change starts with us.** We are committed to setting a powerful example and using Fearless as a safe space to train ourselves. Get used to hearing "practice what we preach"; nearly all the content we deliver to clients is practiced internally.
- **We believe in a growth mindset.** We believe a growth mindset builds high-functioning teams while also enabling everyone to thrive both professionally and personally.
- **We believe trust is a verb.** We know that trust is the foundation of high-performing and happy teams, and see this to be an example of how to build lasting trust in an organization. We practice openness and transparency, create shared expectations, distribute ownership and authority (and accountability), and many other intentional practices.

## Compensation

This role (32 hrs/week) and the compensation range for this role is an annual salary of between **\$60,880-\$93,600**, determined by the candidate's experience and ability to

contribute. The start date is **9/16/2024**. There may be some weeks that require a heavier workload, balanced by weeks with a lighter workload.

## **Benefits**

Team members working 20 hrs or more weekly are eligible for the following benefits:

### **Paid Leave**

We offer 20 days of accrued PTO for our team members (assuming 6.4 hours = 1 day). Fearless observes 13 company holidays, which are prorated as is reasonable and fair for our part-time team members. We also have two week-long office closures for Fearless employees to take a team-wide break: 1) the week between Christmas and New Year's and 2) the first week of July.

### **Insurance**

We cover 75% of the team member premium for Medical, Vision, and Dental coverage on the Group Plan and 50% of the premium for one family member, if applicable.

### **401(k)**

We match up to 4% of your salary in a 401k Matching Plan, available immediately upon hire.

### **Remote Work Stipend**

\$150/month for you to ensure your workspace keeps you effective and efficient.

## **What's next?**

Interested? Email your resume to [guides-ops@fearless.com](mailto:guides-ops@fearless.com)