



## **Chief of Executive Readiness**

*Hollywood, CA (Hybrid)*

### **About Us**

We're a growing startup led by two hands-on Co-CEOs building something ambitious — and we're looking for someone who can help keep the pace. If you're highly organized, proactive, and thrive in a dynamic, fast-moving environment, this might be your next move.

Our company is expanding globally, with exciting opportunities and partnerships developing across borders. We work at the intersection of emerging technologies, AI, and real-world impact. Our team is passionate about using innovation to solve meaningful problems, especially for communities that are too often overlooked.

### **About the Role**

As Chief of Executive Readiness, you'll be the primary support to our Co-CEOs — ensuring they're always in the right place, with the right information, and ready to lead. This is a role for someone who's equal parts strategist, scheduler, and calm in the storm.

This is a hybrid position based in the Los Angeles area. The candidate must live within commuting distance to Hollywood and is expected to be on-site when the Co-CEOs are in the office, as well as available for occasional in-person meetings and local events.

You'll be the connective tissue between the Co-CEOs and the rest of the organization, as well as external partners, helping keep priorities clear and meetings purposeful.

## What You'll Do

- Own calendar management for both Co-CEOs — prioritizing meetings, reducing noise, and creating space for strategic work.
- Ensure the Co-CEOs are fully prepared for all meetings, presentations, and travel — with the right materials, context, and follow-ups.
- Coordinate and track key tasks, projects, and deadlines to keep leadership focused and aligned.
- Manage inbound requests and communications, helping triage and respond efficiently.
- Serve as a liaison between the Co-CEOs and internal/external stakeholders.
- Handle sensitive information with discretion and professionalism.
- Travel with the Co-CEOs as needed — including the ability to accompany them on international and domestic trips for up to a week at a time.
- Step in wherever needed — from drafting materials to helping coordinate events or initiatives.

## What You Bring

- 5+ years of experience in an executive assistant, chief of staff, or high-level administrative role, ideally in a startup or fast-paced environment.
- Strong judgment, with the ability to anticipate needs and act without being asked.
- Excellent written and verbal communication skills.
- Deep calendar management and scheduling experience — with a natural instinct for prioritization.
- Proficiency with tools like Teams, Zoom, Slack, and project management platforms.
- Grace under pressure — you're calm, focused, and solutions-oriented.
- Willingness and availability to travel, including internationally, and to accompany the Co-CEOs on trips lasting up to a week at a time.
- Must be based in the Los Angeles area and able to commute to Hollywood.
- Flexibility to be in the office whenever the Co-CEOs are on-site.
- Genuine excitement for emerging technologies and the future of AI.
- Passion for working with and supporting diverse populations and communities.
- A low-ego, team-first mindset with a high standard for professionalism.

## Nice to Have

- Experience supporting multiple executives.
- Exposure to investor relations, board communications, or confidential strategic planning.
- Startup or founder-facing experience.
- A sense of humor and a steady hand.

## **Why Join Us**

You'll be joining a mission-driven team at a pivotal moment — with a seat at the table, the trust of leadership, and an opportunity to help shape the rhythm of the entire company. If you're motivated by impact, innovation, and equity, we'd love to meet you.

## **To Apply**

Send a brief note introducing yourself and a resume to [marc@avenew.org](mailto:marc@avenew.org). We'd love to hear what excites you about this role.