



## AVENEW SOLUTIONS FAMILY OF COMPANIES

**Job Title:** Part-Time Personal Assistant to Co-CEO

**Location:** Hybrid (North Hollywood, Los Angeles, CA)

### **Company Overview:**

Join an exciting and fast-paced startup in Los Angeles! Our Co-CEO is a dynamic, passionate, highly driven leader building the future of technology and communications, with a focus on civic engagement. As her Personal Assistant, you'll play a pivotal role in supporting her personal and professional life, ensuring she can focus on growing the business and achieving her vision. This part-time position offers the potential to transition into a full-time role as the company grows.

### **Position Overview:**

We're seeking a proactive, organized, and resourceful Personal Assistant to provide comprehensive support to our Co-CEO. The role involves a combination of administrative and personal tasks, requiring a flexible, problem-solving mindset. The position is hybrid, with a mix of remote and in-person responsibilities. Applicants must live within a short commute to North Hollywood and must love dogs.

### **Key Responsibilities**

#### **Personal Support:**

- Manage day-to-day personal errands, including shopping, dry cleaning, and household needs.
- Coordinate personal travel plans, reservations, and itineraries.
- Handle calendar scheduling for personal appointments.
- Maintain confidentiality and professionalism at all times.

### **Administrative Assistance:**

- Coordinate with virtual assistant to:
  - Assure that time sensitive emails receive a response.
  - Organize and manage the CEO's professional calendar, ensuring efficient time management.
- Coordinate with bookkeeper to:
  - Assure that bills are paid.
  - Handle CEO's expense reporting.
- Assist in coordinating events and meetings.
- Conduct research.

### **Hybrid Work Requirements:**

- Be available for in-person support in North Hollywood and throughout the greater Los Angeles region as needed.
- Handle virtual tasks with quick turnaround and strong communication.

### **Qualifications**

- Proven experience as a personal assistant, administrative assistant, or similar role.
- Highly organized with exceptional attention to detail.
- Strong communication skills (written and verbal).
- Proficient in Microsoft Office Suite and ability to adapt to new technology needs.
- Discretion and trustworthiness with sensitive information.
- Must love dogs and be comfortable with pet-related tasks.
- Flexibility to adapt to a startup's fast-paced, changing environment.
- Reliable transportation and willingness to run errands locally.

### **Preferred Qualifications**

- Familiarity with the startup environment.
- Experience supporting C-level executives.
- Tech-savvy and quick to learn new systems and tools.

### **Compensation and Benefits**

- Part-time hourly rate based on experience.
- Opportunity for full-time transition as the company grows.
- Flexible scheduling to accommodate hybrid work.

### **How to Apply**

Please send your resume, a brief cover letter, and two professional references to [marc@avenew.org](mailto:marc@avenew.org). In your cover letter, tell us why you'd be the perfect fit to support a high-energy CEO in a startup environment and why you'd enjoy working with her dog!