



Position: Executive Assistant (to CEO)

Are you passionate about education? Do you thrive in an entrepreneurial environment? Are you an expert communicator who loves to work directly with people? Then we are looking for you!

About Us

Knovva Academy is an education start-up based in Boston, Massachusetts that strives to provide the best in international education. We work with students from around the world in online and in-person programming to prepare high school students to meet the academic and professional demands of the twenty-first century. Through interdisciplinary and project-based learning, we strive to provide the highest standard of programming in extra-curricular contexts for our students.

Position Overview

We are looking to add an experienced Executive Assistant to our growing team! This is a fabulous opportunity for an energetic and experienced person to work directly with a passionate, but busy, CEO of a start-up company. The Executive Assistant will provide high-level administrative support to the CEO, manage all internal and external communications for the CEO, and keep updated about the company's general business objectives, products, and strategic plans. The EA will work closely with the CEO's other staff members and will be expected to travel both domestically and internationally with the CEO.

Essential Duties:

- Write and/or edit emails, plans, reports, memos, letters, and other documents.
- Conduct research and create reports and/or presentations.
- Manage execution of occasional office projects.
- Manage all incoming and outgoing communications.
- Take and transcribe dictation with a high-degree of accuracy.
- Arrange and coordinate daily meetings and keep minutes.
- Manage the CEO's calendar.
- Maintain electronic and paper records in an organized system.
- Make travel arrangements. (Something that shows travel between for both)
- Maintain complete confidentiality.
- Train and mentor other CEO staff.
- Special projects as needed.

Qualifications



- Bachelor's degree required.
- 5+ years experience as an executive assistant.
- Prior experience researching is a must
- Driver's license, Passport and car will be required

The **Executive Assistant** position is a full-time, salaried position based in Knovva Academy's office in the Seaport neighborhood of Boston. **This is not a remote position.** Salary is competitive and commensurate with experience. **Domestic and International travel is expected.** Must be authorized to work in the United States; sponsorship is not being offered at this time.

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, genetic information, creed, marital status, sexual orientation, gender identity, disability status, protected veteran status, or any other protected status as defined by federal, state or local law.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply: please submit your résumé along with a cover letter to careers@knovva.com. Applications without cover letters will not be considered. No phone calls, please.