



## Executive Assistant Job Description

Remote; US-Based

**Client:** 24-7 Prayer USA

**Team:** Creative & Communications

**Reports to:** Creative Director

**Hours:** 2–4 hours per week

**Location:** Remote (Portland-based a plus, but not required)

**Availability:** Monday–Friday during Pacific Time working hours, as needed. While much of the work is asynchronous, regular connection and meetings during Pacific Time hours will be expected.

**Eligibility:** Must be eligible to work in the United States

**Compensation:** Based on experience

### Role Overview

24-7 Prayer USA is seeking a highly organized, proactive Executive Assistant to support the Creative Director on the Creative & Comms Team. This role is designed for someone who thrives on bringing clarity to busy schedules, keeping communication flowing, and ensuring that important details don't fall through the cracks. The scope is intentionally small but meaningful, with a high level of trust and collaboration.

### What You'll Do:

#### Calendar & Schedule Management

- Coordinate and schedule meetings with internal teams and external partners (including international team counterparts)
- Identify optimal meeting times and manage calendar logistics in a light but consistent capacity
- Help protect focus time while ensuring key meetings are prioritized

#### Inbox Management

- Support inbox cleanup, including unsubscribing from unwanted or irrelevant email lists
- Help work toward inbox zero by organizing, flagging, and triaging emails
- Identify and flag important messages to ensure timely responses
- Draft and send delegated email responses as requested (e.g., “respond to the Lectio team and let them know...”, “email Lisa to ask...”)
- Attend standing meetings as needed to stay aligned and informed for follow-ups

## **File & Drive Organization**

- Organize and file documents within Google Drive as requested
- Maintain clear, intuitive folder structures to support ongoing creative and operational work

## **Travel & Finance Administration (Optional / As Needed)**

- Assist with travel-related administration (booking flights, building travel schedules)
- Support light finance tasks such as submitting invoices or assisting with Ramp (training provided)
- Ability to use Ramp on behalf of the Creative Director if needed  
*(Note: Taking on finance-related responsibilities may require a higher hourly rate depending on scope.)*

## **What We're Looking For:**

- Exceptionally organized and detail-oriented
- Clear, professional written communicator
- Comfortable handling sensitive information with discretion
- Self-directed and reliable with minimal supervision
- Familiarity with Google Workspace; experience with QuickBooks and Ramp is a plus but not required
- Experience supporting executives, creatives, or nonprofit teams is a bonus