



## EXECUTIVE ASSISTANT CONTRACT DESCRIPTION

### Position Purpose

As the Executive Assistant at Robin Mohr & Associates LLC, you will work closely with Robin Mohr to help her fulfill our mission: we help nonprofits live up to their vision statements.

### Key Result

As the Executive Assistant at Robin Mohr & Associates LLC, your primary objective is to increase the CEO's efficiency, help her grow company revenue while supporting customer acquisition, retention and satisfaction. You will contribute to the company's overall success and enable the CEO to focus on key priorities.

- **Increased Capacity:** By reducing the CEO's administrative tasks and increasing efficiencies on core company objectives (Email and Calendar management)
- **Superior client experiences:** Coordinate and execute client-facing tasks with precision, ensuring seamless communication and delivering exceptional service that strengthens relationships and drives client satisfaction
- **Proactive problem-solving:** Anticipate and address challenges swiftly, utilizing strong analytical skills and resourcefulness to overcome obstacles and maintain operational efficiency

### Key Responsibilities

- Plan, coordinate and ensure the CEO's inbox and calendars are followed and respected
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the company
- Represent the company and the CEO in a positive light through great follow-through skills and sound judgment
- Provide confidential administrative support, including report creation and maintenance, project support, research tasks, preparation of business travel arrangements, meeting scheduling, and expense reconciliation
- Create, enhance and develop effective processes to ensure efficient superior support
- *Other responsibilities may be required*

### Skills & Experience

- Experience supporting a CEO in an entrepreneurial environment, have a strong business sense and can decipher priorities and make sound judgment calls when needed
- Excellent communication and time management skills; proven ability to meet deadlines
- Able to interact with people of all levels in a confident, professional manner
- High sense of urgency and organizational skills
- Excellent with tech, quickly learn new apps and digital tools and enjoy troubleshooting
- Strong writing skills & communication skills
- Experience with Google Workspace required, experience with Freshbooks or other bookkeeping software desirable
- Superior knowledge of techniques for planning and scheduling
- Experience in a remote team, have team-oriented experience and approach

To apply: Send a resume and cover letter to [executive@robinmohr.com](mailto:executive@robinmohr.com). No phone calls, please. If selected, applicants can expect a phone screening, a video interview and a paid sample work project.

Preferred application deadline: March 15, 2026 or until filled

Independent contractor compensation: \$25-35/hour, depending on experience, no benefits.

Time expectation: 10 hours/week to begin with, with potential to grow to 20 hours/week or more. Initial contract three months.

Location: Primarily remote, strong preference for candidates in Philadelphia region