



Weblink to Job Posting: [We're Hiring — Le Chevallier Strategies](#)

Job Title: Contract Executive Support Specialist (Part-time, flexible)

Location: Remote/Portland, OR

About Le Chevallier Strategies:

[Le Chevallier Strategies](#) is a collective of communications strategists who support mission-based public, private and nonprofit sector clients. We meet clients at the intersection of social justice, public policy and communications.

We work to create an **equitable society** where every family has the opportunity to thrive. We support causes that improve the **health and well-being** of our communities. We **lift up voices** of those who have been left out. And we support initiatives that **make things better** for future generations.

Position:

Le Chevallier Strategies is looking for a contract executive support specialist to support the founder and CEO with day-to-day responsibilities such as client communication management, email management/organization, scheduling management and project coordination. We are seeking someone with experience managing busy executives with a background in communications, political science, project management, advocacy or business management. The role will include prioritizing excellent client service, keeping track of/briefing the founder and CEO on important meetings and deliverables, overseeing important deadlines, tasks and emails, and keeping all clients/projects organized and running effectively.

Responsibilities:

- Tracking client requests and managing projects through Asana project tracker.
- Scheduling and coordinating a full range of meetings and events with Company team members and clients by priority.
- Managing calendar through Calendly/Google Calendar and sending meeting agendas.
- Conducting regular check-ins with Company founder on scheduling, emails, and deliverables due.
- Flagging relevant business and client opportunities to pursue
- Supporting tracking of billable hours.
- Interacting with clients as needed in a timely and professional manner.
- Scheduling travel arrangements as needed.
- Other administrative tasks as needed, depending on skill set and experience. Additional tasks could include: drafting or copyediting proposals, client materials, presentations, newsletters, deliverables, social media content, and creating media lists and reports for clients.

Qualifications:

- Minimum 3 years of experience providing executive leadership or administrative support.
- Experience with Microsoft Outlook, Excel, PowerPoint, Word and Teams.
- Experience with Asana, Harvest, Zoom, Calendly, preferred.
- Demonstrate proactiveness when managing administrative details.
- Ability to quickly learn new technologies, programs and applications.
- Highly organized and detail-oriented Strong scheduling and coordination skills and flexibility with last-minute changes.
- Proactive and effective work style with little direction needed.
- Excellent oral and written communication skills.
- High level of professional integrity and confidentiality.
- Demonstrated commitment to purpose-driven causes and initiatives.
- *Desired Qualifications:* Experience in communications, marketing, advocacy, nonprofits, politics, or government.

Compensation/Hours

This position is part-time, contract for up to 20 hours a week. The hourly rate is \$35-50/hour depending on experience. Contractor is responsible for income and other tax withholdings. Contractor is not considered an employee of the organization and is not eligible for employee benefits.

Commitment to Justice, Equity, Diversity and Inclusion

Le Chevallier Strategies is committed to working with and attracting people with diverse perspectives, life experiences, abilities and cultural identities. We are a firmly anti-racist organization. We do not discriminate based on race, ethnicity, disability status, religion, gender, sex, sexual orientation, health status and other protected classes. We welcome and encourage women, people who identify with Black, Indigenous and People of Color communities, people with disabilities and people from other protected classes to apply.

If interested, please send your cover letter and resume to Charlee Conway at operations@lechevallierstrategies.com