

Executive Assistant

Watch Our Team Introduction



<https://cdn.pipio.ai/gn/s/b2c5/69f0/e2da/0a9d/58739e15d278c4929b4291f14444...>

Click to watch a personal intro from our team before you apply.

About Priority Groups

Thank you for your interest in the Executive Assistant position at Priority Groups. This is not your typical admin role. As an EA here, you'll be directly supporting senior leadership across a growing multi-entity organization. That means you need to be proactive, highly organized, and able to anticipate needs before they're even expressed. A typical day might include managing executive calendars, coordinating meetings across time zones, drafting communications, tracking action items in Asana, and making sure nothing falls through the cracks. You'll also coordinate with teams across HR, marketing, proposals, and client success — so strong cross-functional communication is a must. We use tools like Asana, Slack, and WhatsApp to stay connected, and you'll be expected to become fluent in our internal systems quickly. If you're someone who thrives in a fast-paced, high-accountability environment and genuinely enjoys making other people's work run smoothly — this could be a great fit. Apply today and tell us a little about your background. ---

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The Role: Executive Assistant

Provide high-level administrative and operational support to Priority Groups senior leadership.

What You'll Be Doing

- Manage executive calendars, scheduling, and travel coordination
- Draft and proofread executive correspondence and presentations
- Track and follow up on action items across teams using Asana
- Coordinate internal and external meetings
- Handle confidential information with discretion
- Support onboarding of new staff and vendors
- Manage communications across WhatsApp, Slack, and email

What We're Looking For

- 2+ years of EA, admin, or office management experience
- Proficiency with Google Workspace, Asana, and Slack
- Excellent written and verbal communication
- Highly organized with strong follow-through
- Ability to manage multiple priorities in a fast-paced environment

What We Offer

- ✓ Competitive salary
- ✓ Growth into senior EA or operations roles
- ✓ Remote-friendly with NYC availability preferred
- ✓ Dynamic, mission-driven team

Ready to Apply?

Send your résumé to **automation@prioritygroups.org** or apply online at **prioritygroups.org/ats/**

Our recruitment team will be in touch within 1–2 business days.