



Senior Executive Assistant to the CEO

Role based in New York, NY (Preferred), or Eastern U.S. (Remote)

CREO is a NYC-headquartered not-for-profit with a mission to mobilize and catalyze high-impact capital to drive the necessary transition to a low-carbon, sustainable, and prosperous future for all.

To achieve our mission, CREO works with a large ecosystem of global stakeholders, including Members (family offices, family foundations, and family-owned enterprises) and Affiliates (other investors), and provides knowledge and confidence-building through shared insights, research, and programming that focuses on the question of *how* to invest in the decarbonization transition.

CREO seeks a highly experienced, organized, proactive, detail-oriented, and mission-aligned Senior Executive Assistant to support the Chief Executive Officer. This is a fast-paced, high-trust role focused on ensuring the CEO operates efficiently and effectively across a dynamic global organization.

The Senior Executive Assistant will serve as the primary coordinator for the CEO's scheduling, travel, logistics, communications, and day-to-day administrative operations. The role requires exceptional organizational skills and attention to detail, sound judgment, professionalism, discretion, and the ability to anticipate needs and solve problems independently. The Executive Assistant will work closely with the CEO and senior leaders across the organization to support effective coordination and execution.

This position reports directly to the CEO and works closely with internal and external stakeholders across all teams and geographies.

Primary Objectives

1. Executive Support & Calendar Management

- Manage the CEO's complex calendar across multiple time zones, including scheduling internal and external meetings, prioritizing requests, and ensuring efficient use of time
- Coordinate meeting logistics, confirmations, agendas, materials, and follow-up items
- Ensure the CEO is appropriately prepared and briefed for meetings, events, and engagements
- Anticipate scheduling conflicts, competing priorities, and operational needs before they arise
- Serve as a primary point of contact for scheduling and coordination involving the CEO



2. Travel, Logistics & Administrative Coordination

- Oversee all CEO travel logistics, including flights, accommodations, itineraries, visas (where applicable), transportation, and supporting documentation
- Manage expense reporting, invoice processing, reimbursements, and other administrative workflows on behalf of the CEO
- Coordinate logistics and preparation for conferences, convenings, board meetings, and external engagements
- Provide on-the-ground support during CREO Global Meetings, including preparation and follow-up coordination
- Maintain organized systems for documents, meeting materials, and executive records

3. Communications & Coordination

- Draft and edit correspondence, presentations, briefing documents, and other materials on behalf of the CEO
- Coordinate internal communications and follow-ups related to leadership meetings and organizational priorities
- Help facilitate smooth communication and coordination between the CEO and internal stakeholders
- Support preparation for board meetings and executive leadership discussions
- Maintain professionalism, confidentiality, and discretion in all communications and interactions

4. Operational & Office of the CEO Support

- Assist in tracking key action items and follow-ups connected to the CEO and Office of the CEO
- Coordinate with internal teams to ensure timely execution of requests and deliverables
- Support special projects and operational initiatives as needed
- Help create structure, organization, and continuity across the CEO's day-to-day operations

Desired Qualifications

- At least 8 years of experience in executive support roles
- Demonstrated experience supporting C-suite executives or senior leaders in a high-performance environment
- Excellent written and verbal communication skills, including experience drafting executive communications and presentations
- Experience managing complex scheduling and traveling coordination across multiple time zones
- High emotional intelligence and ability to manage relationships with professionalism, confidentiality, and discretion
- Familiarity with platforms such as Outlook, Slack, Expensify, and Salesforce
- Experience working in a multi-time-zone, distributed team setting
- Interest in sustainability or mission-driven organizations is preferred



- Fluency in English required

Compensation & Benefits

This role will be paid a base salary between **\$85,000 and \$95,000** in the NYC market, commensurate with experience. Additionally, this role is eligible for performance bonuses of up to 5% of base salary.

CREO relies on ADP as our employer of record. Medical, dental, and vision insurance plans are available through ADP for team members plus their spouse, children, or whole family; CREO contributes a monthly flat fee toward premiums. CREO also provides Basic Life and AD&D coverage at no expense to team members, equal to 1x Annual Base Earnings.

CREO offers a generous time-off package, including PTO and sick leave, week-long org-wide breaks in August and December, observance of federal holidays, and a Summer Friday program.

After six months of service, team members are eligible to participate in the company 401(k) plan, and CREO matches up to 4% on a payroll-by-payroll basis. Team members also have access to 12 weeks of paid family leave for qualifying life events after six months of service

To apply, please send your resume and a note expressing your interest to hire@creosyndicate.org.

Authorization to work in the United States is required.

More about CREO

All team members are partners in further engaging, supporting, and activating CREO's growing membership across two Global Hubs – the Americas and EMEA – and 30+ countries to advance CREO's goal of catalyzing \$1T of capital by 2029.

CREO is not, and does not provide services as an investment advisor, investment analyst, broker, dealer, market-maker, investment banker, or underwriter.

CREO strives to be a diverse, equitable, and inclusive workplace. As an Equal Opportunity Employer, we are committed to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs and job requirements. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.