



## Administrative Assistant

New York, New York

### To Apply

Please visit the [application portal here](#). Candidates are encouraged to apply as soon as possible. Due to volume, only those candidates considered for an interview will be contacted.

### About Ownership Works

Ownership Works is a fast-growing organization with a mission to increase prosperity through shared ownership at work. We partner with companies and investors to implement innovative shared ownership programs that make every employee an owner and honor the collective effort behind a company's success.

Ownership Works was founded in 2021 to scale shared ownership as a pathway to maximizing shared wealth creation, addressing economic insecurity, and strengthening companies. Our partners manage over one trillion dollars in assets and employ over one million people globally.

**Ownership Works is building a team of outstanding leaders and professionals** to guide investors and companies through the process of sharing ownership and to evaluate the impact of these programs.

The Ownership Works organization and team members are:

- Results-oriented with a culture of humility and excellence
- Pragmatic optimists who enjoy translating “big ideas” into actionable plans and results
- Strategic, curious, diverse, and accountable
- Incredibly fast moving as we build and grow the organization.

### About the Position

With nearly \$50 million raised since our founding in August 2021 and an incredible opportunity to capitalize on the momentum from our public launch in April 2022, Ownership Works is seeking to recruit an extraordinary and high potential Administrative Assistant to the Leadership team. The Administrative Assistant will have the critical role of assisting the Leadership Team (LT) with a wide range of tasks and projects that support the organization.

This role will be central to the activities that support the organization and will serve as a key ambassador for the organization. This person should be a strong individual contributor with high personal standards for excellence, timeliness, professionalism, and someone who enjoys working both independently and collaboratively.

The successful candidate will have a demonstrated passion for economic justice, a mission-first mindset, low ego, excellent written and verbal communications skills, and excellent judgment.

### Responsibilities

- Support LT with optimizing schedules and other administrative tasks
- Schedule meetings for and on behalf of the LT
- Book travel and coordinate travel logistics, including travel to and from local meetings
- Help prepare and process expense reports, vendor invoicing paperwork, and purchase requisitions, including monthly expense reconciliation and on-demand expense reports, when needed
- Organizational culture – Support leaders with coordinating committees on organizational values, norms, rituals, operating principles, etc. and integrating these aspects of organizational culture into the day-to-day operations of the organization
- Manage meeting logistics, e.g., booking conference rooms, ordering food/refreshments, ensuring AV equipment is appropriate for meeting format, etc.
- Assist other team members with tasks and projects as needed

### Qualifications

- Bachelor's degree
- At least 1 year of work experience at a high-performing, fast-paced organization
- Proficient in Outlook, SharePoint, and PowerPoint
- Strong proficiency with Virtual meeting platforms: Zoom, Microsoft Teams, etc.

### Skills & Qualities

- Passion for ESG, social justice, economic justice, and employee ownership
- Excellent verbal and written communication skills
- Ability to work at a fast pace and manage multiple and changing priorities while maintaining a flexible, positive, and professional attitude
- Exceptionally detail oriented, precise, and organized
- Self-starter with initiative, follow through, and the ability to think ahead, anticipate needs, and problem solve independently or escalate with discretion
- Highly collaborative team player who is flexible, adaptable and has high capacity for growth; "no task too big or too small" attitude
- High level of professionalism and decorum; excellent judgment, discretion, and ability to maintain confidentiality

## **Equal Opportunity Employer**

Ownership Works is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to age, race, color, sexual orientation, gender identity or expression, disability, religion, or sexual orientation.

## **Base Salary Compensation Range**

The compensation available for the role considers a variety of factors including, but not limited to work location, individual skill set, previous/applicable experience, and other business needs. The estimated salary range for individuals who work in New York City is \$65,000- \$85,000 per annum plus bonus.

## **Benefits**

Excellent health, vision, and dental care benefits for you and your family. Unlimited paid time off with manager approval. Ownership Works offers a 401(k)-retirement plan with generous employer contributions.

## **Location**

Ownership Works is building a New York City-based team. We will have an office-centric hybrid work model that prioritizes the health and safety of our staff and partners.