Executive Assistant to the CEO  
Kirkland, WA  

Rescue:Freedom International is on a mission to end slavery around the world. Through our Local Partners, we rescue and restore women and children who are suffering in sexual slavery. We believe that with your help, we can stop the cycle of exploitation and create freedom for all.

We believe that every man, woman, and child trapped in slavery should be free. Every day we fight against the injustice of sexual slavery and amplify the voices of people whose stories need to be told. One life at a time, we are setting people free. We are ending slavery.

We live at the intersection of leading edge non-profits, best in class entrepreneurs and organizational thought leaders. Our culture values integrity, innovation, and performance. We feel a key to our growth and impact is the great people we employ, and we work to develop teams that people want to be part of for a long time.

Position Summary
Rescue:Freedom International is seeking an individual who is passionate about the work that we do, enjoys interaction with people, is detail and systems oriented, and finds great fulfillment in crossing projects off their “to-do list”. This position will support the Chief Executive Officer with scheduling, travel, email management, internal and external communications, donor engagement, and donor data management:

1. Scheduling, Meetings, and travel
   1. Manage the CEO’s calendar
   2. Internal Meetings
      • Coordinating meetings with team members
      • Flag action items in meetings relevant to the CEO
   3. External Meetings
      • Coordinate meetings with donors and partners
   4. Book flights, hotels, rental cars as needed

2. Email Management and Communications
   1. Manage and prioritize the CEO’s inbox
   2. Maintain a strong connection to the Program and Marketing teams and the most current impact data and programmatic needs

3. Donor Engagement and data management
   1. Work closely with the Engagement team on donor journeys and CEO deliverables
   2. Maintain records of CEO donor activities within the donor database

4. General Administrative Support
   1. Research and assistance in preparation for speaking, writing, meetings, etc.
   2. Provides support for meetings and conference room reservations, as needed
   3. Provides support for guests and visitors
   4. Helps to fill in overall administrative gaps in the organization

Perform other duties as assigned.
Competencies

1. Bachelor’s or Master’s Degree preferred.
2. Organizational skills and expertise in using Google Suite and/or Microsoft Office.
3. Self-motivation and discipline to regularly set and achieve goals.
4. Ability to plan and manage work under time constraints.
5. Ability to maintain a high-level of poise and professionalism in all circumstances.
6. Exceptional verbal and written communication skills.
7. Recognize, understand, and agree to live by the moral and ethical standards of Rescue:Freedom International as a faith-based organization committed to Christian principles and practice.

Reports to: Chief Executive Officer
Type: Full time
Compensation: Let’s talk
Location: Kirkland, WA

We need sharp, hard-working people who understand the ethos behind a start-up and are willing and excited to be a part of everything that goes along with it. Keep in mind that Rescue:Freedom International is a newer organization and at times, everybody does a little bit of everything.

While we thank all applicants for their interest, only shortlisted applicants will be contacted.

Thank you for your interest in Rescue:Freedom International.