



## Now Hiring: EXECUTIVE ASSISTANT TO THE CEO & CFO *Onsite | St. Louis, MO*

### ABOUT STARKLOFF DISABILITY INSTITUTE

At Starkloff Disability Institute (“SDI”) you will support the mission to build inclusion where we live, learn, work, and play through disability-led programs that advance economic opportunity and transform lives. SDI works to help disabled people thrive by (1) empowering disabled individuals to succeed in their careers, and (2) partnering with companies and community partners to create more inclusive environments and practices. SDI’s programs and events promote disability confidence and equip disabled individuals with the tools they need to thrive in the workplace. To learn more, visit [www.starkloff.org](http://www.starkloff.org).

### WHAT YOU’LL DO AS EXECUTIVE ASSISTANT

Reporting directly to SDI’s CEO, you will support senior leaders, removing obstacles and driving efficiencies to better achieve Starkloff’s mission. You will play the crucial role of ‘organizing and prioritizing,’ while maintaining a continual pulse on organizational needs, upcoming events, and team communication. Your efforts will equip senior leaders to promote disability inclusion both locally in St. Louis and across the country. Core responsibilities include yet are not limited to:

- **EXECUTIVE SUPPORT** – You will provide key executive support to SDI’s CEO and CFO, including calendar, email, and communications management. As appropriate, you will respond to stakeholder inquiries, prioritizing meetings and communications with care and professionalism. You will assist with expense tracking, report generation, material and meeting preparation, and other tasks to best equip senior leaders to achieve SDI’s mission.
- **BOARD SUPPORT** – You will create materials and communications for SDI’s Board of Directors, including board communications and meeting materials. As a resource to board committees, you will anticipate needs, and support both live and virtual meeting reservations. Serving as the ‘front gate’ to the executive office, you will operate as a liaison between the Board and senior leaders, operating with a high level of customer service, tact, and discretion.
- **OFFICE MANAGEMENT** – You will provide exceptional customer service to both internal and external stakeholders, directing incoming inquiries and calls. You will ensure the office has all necessary supplies, assist with mail and delivery processes, and confirm that senior leaders have the resources they need to execute their day-to-day goals.
- **SPECIAL PROJECTS** – Consistent with expectations for all SDI team members, you will lend support for key events and conferences including planning efforts and occasional day-of and last-minute requests. As a small yet rapidly growing nonprofit, you can anticipate a variety of special projects and wearing a variety of hats to support the mission.

### WHY JOIN US?

- **MAKE A FOREVER IMPACT IN OUR COMMUNITY** – Become part of a journey in building inclusive environments and helping disabled people thrive. We are seeking a team member who is passionate about making a difference and is seeking to make a lasting impact in their day-to-day job responsibilities.
- **JOIN AN INCLUSIVE, ACCESSIBLE, & COLLABORATIVE TEAM** – Our team at SDI is dedicated to creating an inclusive and accessible environment where all individuals are valued and respected. Join a passionate, collaborative team that is dedicated, supportive, and empowering.
- **COMPETITIVE SALARY & COMPREHENSIVE BENEFITS** – Compensation includes an annual base salary (\$50,000-\$60,000), commensurate with experience. SDI also offers comprehensive health insurance including medical, dental, and vision (75% employer-paid for each employee); three weeks of paid time off (PTO); 11 paid holidays; a 401(k)-retirement plan; a flexible work environment; and professional development opportunities.

### QUALIFIED & INTERESTED?

This role could be a match for you if ...

- You are **passionate about SDI’s mission** and have a desire to **promote inclusion** where we live, work, and play!



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- You have gained **3-4+ years of office-based experience supporting key executives** and have developed **outstanding organizational and prioritization skills** to manage multiple projects and competing priorities.
- You handle confidential information with **tact and discretion**, and you demonstrate superior attention to detail.
- You bring **experience and comfort with a diverse spectrum of team members and stakeholders**.
- **Exposure to nonprofit organizations, including Boards of Directors and donor communications a plus!**
- You proactively and clearly communicate with internal and external stakeholders, both verbally and in written communications. You interact with team members at all levels with an inclusive, respectful approach.
- You enjoy a wide spectrum of projects and can **flex between strategic and tactical priorities**.
- You have **strong technology skills** including comfort with tools such as Microsoft365, OneNote, donor/customer databases (Bloomerang), and relevant cloud-based software.
- You have completed an associate's degree or post-secondary certification – **4-year degree preferred**.
- *Knowledge of disability inclusion a plus.*

### WORK LOCATION & OFFICE HOURS

This position requires an on-site presence at SDI's office five (5) days a week. Standard office hours are 8:30am – 5:00pm with professional flexibility afforded for occasional remote work. Current office is based in downtown St. Louis at 6 Cardinal Way, Ste. 900, St. Louis, Missouri, 63102. Parking is provided.

### READY TO APPLY?

To apply, take the next step and **share your resume** with Occhio Search. All resumes, referrals, and general inquiries will be held strictly confidential. For questions, please contact Hannah Phillips at [hannah@occhiosearch.com](mailto:hannah@occhiosearch.com).

**Starkloff Disability Institute is an Equal Opportunity Employer** and we welcome differences in form of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, disability, veteran status, or other legally protected characteristics. All applicants who share this goal are encouraged to apply. ***If you need assistance or wish to request accommodations, please email Hannah Phillips at [hannah@occhiosearch.com](mailto:hannah@occhiosearch.com). Example accommodations include ASL interpreters, extended interview times, or alternative interview formats.*** We look forward to hearing from you!