



Executive Assistant to the CEO, COO, Founder

Location: New York, New York

Are you a changemaker who wants to play a pivotal role in restoring vision for millions of people in low-income communities around the world?

VisionSpring seeks an organized, smart, proactive executive assistant to the CEO, COO and Founder. As a “right hand” to VisionSpring’s senior officers, you will manage leadership, board and townhall meetings, maintain accountability for commitments, coordinate schedules and travel, develop internal/external communications, and manage the VisionSpring New York office. You will play a key facilitative role in a high-growth environment, interacting daily with VisionSpring’s global team and partners. This position will be based in New York City when VisionSpring returns from remote work.

The role of executive assistant is ideally suited for someone seeking a nuanced understanding of how a social enterprise delivers on its business and mission objectives. The candidate who succeeds in this position will enhance c-suite capacity, facilitate information flow, and problem solve with a bird’s eye view on strategy, fundraising, global operations and governance. At least once a year, the executive assistant will have the opportunity to visit and contribute to VisionSpring’s work in a key market in South Asia or Sub-Saharan Africa (pending COVID).

ABOUT YOU

- **Self-starter:** You anticipate what is needed, take initiative and make things happen. If friends or family plan a weekend together, you are invariably the key arranger.
- **Systematic:** You prioritize. You put first things first and are methodical in executing an ever-changing to-do list.
- **Organized:** You were the kind of kid who organized your toys; now you organize your inbox and other people. You sweat the details.
- **Professional:** You use Microsoft tools to produce clean, accurate, polished documents so audiences easily absorb content and analysis.
- **Adaptable:** You find roles with flexible parameters energizing.
- **Curious:** You invigorate others with your smarts, curiosity and sensitivity to context.

ABOUT US

- We are creating access to affordable eyewear, everywhere because eyeglasses are a powerful tool for social and economic development. They measurably increase earning, learning, road safety, and quality of life.



- As a social enterprise, social change motivates us first. Our focus on sales and revenue targets advances our goals to increase functioning, productivity, and income earning potential for our low-income consumers by correcting refractive error with eyeglasses.
- We are transforming the systemic dysfunction of an optical market that has failed to deliver eyeglasses – a 700-year-old technology – to 2.7 billion consumers with uncorrected blurry vision, most of whom live on less than \$4 a day.
- We serve low-income consumers, not as beneficiaries but as customers. Our customers expect a quality, affordable product, and service, and will spend limited discretionary income for the immediate and tangible benefits of vision correction.
- By selling eyeglasses, we awaken new demand and seed a viable market. By selling new eyeglasses we serve four times as many people per dollar than the alternative of donating recycled ones. To efficiently scale, we must deliver each new unit with lower cost.
- We manage to both sales metrics and social impact measures, using a range of business and non-profit practices.
- We believe in scaling our impact, not our organization. We are a lean team of doers.

WHAT YOU'LL DO

Executive Support

- Manage a heavy load of scheduling. Coordinate internal and external meetings across myriad time zones ensuring that no-one gets forgotten. Learn and identify enterprise-wide priorities to help the executive leadership manage and maximize their time. Proactively resolve scheduling conflicts.
- Make all arrangements for international and domestic travel and events.
- Maintain the rhythm of the business by developing and updating the global, annual calendar of key activities and deliverables. Anticipate when externalities or shifting priorities require changes.
- Assist others in the organization with document preparation or meetings that requires the input of the CEO/COO/Founder, including signatures and approvals.
- Maintain secure, digital/physical filing of key documentation for the CEO/COO.
- Maintain strict confidence by keeping information confidential and secure.

Board Support

- Work with the CEO/COO to develop the Board and committee meeting agendas. Prepare timely, polished Board materials, including coordinating and editing presentations and content from across the organization.
- Take minutes and track follow-up items for the leadership team and board members as appropriate.
- Manage all board-related scheduling and logistics, including for meetings, off-sites, and periodic visits to countries of operation.

Internal Communications & Meeting Effectiveness



- Prepare weekly internal newsletter and quarterly All-Hands global videoconference that build common understanding across the organization. Work with team members to develop an inclusive internal communications pipeline that upholds and celebrates diverse voices and unique perspectives.
- Support the CEO/COO with cross-department working groups, keeping agendas, and helping members to be accountable for key deliverables.
- Assist the president and founder with preparing for external meetings and speaking engagements. Provide supportive research and draft presentation materials.

Office and Administrative Support

- Assist human resources with onboarding new team members in USA, and with organizing team events.
- Ensure VisionSpring's New York office is a conducive work environment. Oversee all facilities matters, including liaising with VisionSpring's landlord and interfacing with building maintenance personnel and other services.
- Maintain office supplies inventory and pantry, anticipating needs and placing cost-conscious orders.

WHAT'S REQUIRED

- Bachelor's degree required; in economics, political science, sociology, or another related field preferred.
- A minimum of 2-5 years of professional experience. Prior experience with executive support, communications, or project management preferred.
- Ability to produce professional business correspondence, status reports, and presentations.
- Highly proficient with PowerPoint, Word, and Excel.
- Experience with managing up, collaborating with peers, and working with colleagues remotely and in different cultures and time zones.
- Preferred experience: (1) Working in a high-growth or start-up environment; and/or (2) Living or working in a low-income international setting.
- Must meet the highest standards of ethics and personal integrity, with a demonstrated capacity for discretion and for handling confidential information with care.
- The ability to travel up to 5% of your time, domestically and internationally, as needed. Willingness to travel to locations with limited infrastructure.
- Currently authorized to work in the United States.

COMPENSATION

- Salary is to be based on experience, education, and location.
- We offer comprehensive benefits, including medical, dental, and vision, as well as 401(k) with match, and generous vacation/personal time.



TO APPLY

- We want to know more than just what you have done. We want to know who you are. What are the passions and talents that draw you to this role?
- Please submit your application, including a thoughtful cover letter and your CV/résumé to: noha.hatata@visionspring.org . Please assure there is a short description of each company or organization on your CV/résumé. Include your last name and "Executive Assistant to the COO, CEO and Founder" in the subject line.
- The preferred start date is June 15, 2021; early application is encouraged.
- Please note, only candidates to be interviewed will be contacted.
- VisionSpring is an Equal Opportunity Employer.