

Executive Assistant and Operations Manager - this is a dual-capacity role, providing high-level executive support to the leadership team and board while managing the physical operations of the organization. This position combines the strategic coordination and relationship management of an executive assistant with the systems, processes, and office management responsibilities of an operations manager. Reporting to the President, this role provides direct exposure to executive leadership and board governance in a new, mission-driven educational institution.

The ideal candidate can thrive in a dynamic start-up environment, consistently find ways to make positive contributions, and dive in when needed.

Must have a minimum of 5 years' experience in executive administrative support, office management, or operations/project management.

Bachelor's degree preferred, or equivalent professional experience (minimum 5 years). Exceptional organizational skills / attention to detail. Strong written and verbal communication skills. Proficiency in Google Workspace, Slack, Microsoft Office Suite, and similar programs

Demonstrated ability to prioritize competing demands and work independently.

Ability to work independently in the office full-time in Jackson, WY during standard business hours.

To Apply: <https://ats.rippling.com/elmwood-institute-llc/jobs>