

## Executive Assistant

**Job Title: Executive Assistant**

**Type: Full Time**

**Location: Denver, Colorado**

We are seeking a full time Executive Assistant (EA) to support our Chief Executive Officer in his mission to execute regenerative land use strategies, both in our urban and rural landscapes. The CEO is the founder and leader of two Denver based land use companies – Urban Villages, Inc., and Bio-Logical Capital, LLC. Urban Villages is a leading-edge real estate development and investment firm that specializes in timeless urban design and environmentally responsible development and management practices ([www.urban-villages.com](http://www.urban-villages.com)). Bio-Logical Capital, is a land investment, development and conservation company that creates mixed-use plans on large landscapes that integrate renewable energy, sustainable agriculture, water stewardship, and healthy human communities with ecological restoration and conservation ([www.biologicalcapital.com](http://www.biologicalcapital.com)).

### **Position Overview:**

We are looking for an Executive Assistant to be the right-hand support to a fast moving executive. The corporate headquarters is an inspiring place, and in this position, the Executive Assistant plays a key and essential role in supporting the mission driven work of both Urban Villages and Bio-Logical Capital. This position manages a wide variety of tasks relating to business matters and personal matters to leverage the CEOs reach. Multitasking will be critical in this position, and on any given day the Executive Assistant may be:

- Traveling with the CEO to project sites (either in Denver or elsewhere around the US)
- Scheduling high-profile meetings with top industry leaders with similar values (and making sure the meetings run seamlessly, both technically and logistically)
- Managing and maintaining the CEO's business schedule, including scheduling travel and conferences, and making appointments (including preparing and vetting daily briefing of the CEO's schedule).
- Writing business and personal notes, managing and responding to emails and letters on behalf of the CEO
- Conducting special research projects for Urban Villages and Bio-Logical Capital on the built environment, regenerative land use, green building design, and other related topics

We seek applicants who are passionate about changing the way our world develops, protects and values land, in both urban and rural landscapes. Our ideal candidate has a professional demeanor, great interpersonal skills, is a strong writer, and is an independent thinker with a team player mindset. In addition, our ideal candidate is detail-oriented, resourceful, and a proactive thinker. We're looking for an individual who understands the value of providing high-level assistant support and can present the ultimate in graceful service with foresight and discretion.

### **Additional Tasks and Responsibilities**

- Open, sort, distribute and respond to business correspondence on behalf of Executive as directed, including email, faxes, and snail mail.
- Prepare executive responses to routine memos, letters, or correspondence.
- Organize and maintain the CEO's office, including managing his filing system

- Clerical duties: maintaining records and document management by scanning, emailing and uploading to online file storage, filing hard copy documents for all entities and departments as directed.
- Responsible for personal tasks as assigned, including running personal errands and coordinating personal vendors and caretakers, etc.
- Provide general administrative support to General Counsel, including coordination of calendars and appointments, travel and meeting arrangements, filing, and support legal billing process as directed.
- Support other Company Executives as needed.
- Support office administration as needed.
- Other tasks assigned as needed and requested.

**Position Qualifications and skills:**

- Bachelors degree or higher a plus; Strong preference will be given to candidates with education background in Real Estate, Ecological Design, or Law (Legal Assistant or Paralegal experience a plus)
- Strong verbal communication skills
- As comfortable touring a farm in work boots as in a corporate office setting
- Strong writing Skills – handwriting, excellent grammar, succinct and error-free
- Gracefully assertive and comfortable communicating directly and frequently with senior executives
- Quick and proactive thinker, strong problem-solving ability, able to be resourceful and adaptable under pressure, both in the day of the Executive and on general responsibilities.
- Exceptional customer service and interpersonal skills; ability to professionally interact with a broad range of clientele/relationships
- Exceptional work ethic and ability to accomplish objectives with little daily supervision and distraction
- Ability to tackle multiple tasks simultaneously without losing focus or attention on any one; not afraid to ask for help when needed
- Excellent organizational skills with attention to detail and systematic, accuracy-driven approach
- Proficiency with Mac Operating Systems and Microsoft Office applications.
- Absolute discretion when it comes to personal and confidential information.

**Compensation and benefits:**

Compensation will be commensurate with skills and experience. Employees may be eligible to participate in benefits packages, which include medical, dental, vision, retirement, paid holidays, vacation and sick time, and public transit pass.

**Application Process:**

Candidates should send a cover letter, available start date, résumé and salary requirements to [careers@urban-villages.com](mailto:careers@urban-villages.com). Qualified candidates will be contacted directly. No phone calls, please.