



JOB DESCRIPTION

Job Title: Executive Assistant

FSLA Status: Non-Exempt, 30 hours a week

Reports to: Chief Executive Officer

Supervisory Responsibilities: None

Location: Hybrid 30/70 in person/remote located in Seattle, WA or Sydney Australia

Effective Date: 1/26/2026

Job Purpose

The Biomimicry Institute is looking for a dynamic, highly organized and highly capable executive assistant to support the CEO and Board of Directors. The Executive Assistant is responsible for supporting the CEO with travel, scheduling, arranging complex global meetings and preparing presentation materials as well as for supporting the administration of the board and organizing in-person events and convenings. The ideal candidate is proactive, intuitive and highly organized and has experience working across multiple time zones. The CEO is located in Sydney, Australia, much of the board is on the West coast of the US.

The successful candidate will be passionate about our mission, a nature lover and endlessly curious about how we can engage people in the genius of nature. It is expected they will work in-person with the CEO and senior leadership in Seattle/Sydney up to 30% of the time.

Essential Functions

- **Complex Calendar Management:** Manage and maintain the CEO's dynamic and high-volume calendar, expertly scheduling and prioritizing all internal and external meetings. This includes resolving scheduling conflicts with agility, factoring in buffer time, and coordinating with multiple high-level stakeholders across global time zones.
- **Comprehensive Travel Management:** Expertly plan and book all domestic and international travel, including detailed itineraries, accommodations, and ground transportation. Account for specific travel preferences and coordinate logistics for seamless, stress-free journeys.
- **Anticipatory Support & Problem-Solving:** Identify and address potential issues before they arise, thinking three steps ahead to solve problems and optimize the CEO's time and efficiency. This includes gathering all necessary materials for meetings in advance and anticipating logistical needs.
- **Event and Meeting Coordination:** Plan, organize, and help execute Biomimicry Institute events, ranging from board meetings, to staff retreats to programmatic convenings.
- **Presentation co-ordination:** Generate and manage presentation materials using powerpoint and Google slides.

QUALIFICATIONS



Education and Experience

- A BA in a related field, ideally business administration and/or 5+ years of experience as an Executive Assistant, ideally supporting a C-level executive known for demanding expectations and a fast-paced work style.
- Knowledge of best practices in calendar management, travel and event logistics.
- Strong project management abilities with meticulous attention to detail, accuracy, and follow-through.
- Experience working in and comfort with a remote team environment.
- Proven commitment to diversity, equity, and inclusion:
 - Ability to actively cultivate and develop inclusive and equitable working relationships with coworkers, management, board members and clients.
 - Employs anti-racist practices and principles to accomplish work.
 - Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

Skills/Abilities

- The ability to read rooms, understand unspoken dynamics, and manage complex personalities with tact and diplomacy. Must be able to manage-up effectively and remain calm under pressure.
- A self-starter who takes initiative without constant direction. Must be a strategic thinker who is growth-minded and unafraid to make calculated decisions.
- Confident, energetic, and dedicated to the mission of the Biomimicry Institute.
- Comfortable learning and using the digital tools the Biomimicry Institute uses—with little to no assistance, and willing to try out new technologies and work tools. G-Suite and Microsoft Office Suite required. Virtual meeting software, Asana, Box, Slack, and Zoom are helpful.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making. Keeps track of responsibilities and meets deadlines and goals.
- Adaptable—manages a constantly changing remote work environment; learns to collaborate with geographically dispersed new team members, etc.
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Physical Requirements

The physical demands described here are representative of those which an employee encounters while performing the essential functions of this job. Reasonable accommodation can be provided to enable individuals with disabilities to perform the essential functions.



- Activities that occur constantly are communicating effectively with others to exchange information; assessing the accuracy, neatness and thoroughness of the work; repeating motions efficiently that may include the wrists, hands and/or fingers; remaining in a stationary position, often standing or sitting for prolonged periods.
- Activities that occur occasionally are moving about to accomplish tasks or moving from one worksite to another, adjusting or moving objects less than 50 pounds in all directions.

Work Environment (Hybrid/Remote)

The work environment described here is representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodation can be provided to enable individuals with disabilities to perform the essential functions.

- Duties are at least partially performed in a home workspace. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards.
- The role likely also requires up to 30% in-person time either in the Seattle-based office or in Sydney, Australia
- May require up to 10% national travel.

These highlight functions are not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment, or a promise or guarantee of any specific terms or conditions of employment. The Biomimicry Institute may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.