



# Job Description

## Executive Assistant

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There's a rare opportunity to join the Peak Prosperity team and make a true impact by helping others make sense of the world during critical times. We are searching for a driven, organized, and self-motivated Executive Assistant to maximize the efficiency of the owner's time.

### **About Peak Prosperity**

Peak Prosperity is a web-based resource and community that provides answers to those who question the mainstream narrative on the critical issues of our day by providing context, clarity, and understanding around seemingly complex systems. The publication, started by Chris Martenson, was established in 2008 and currently has over 600,000 subscribers across all channels and a solid and growing membership.

Content produced at Peak Prosperity includes written articles and reports, pre-recorded studio updates, livestream broadcasts, live webinars, audio podcasts, educational video-based courses, and documentary-style shows filmed on location at events held throughout the year.

Peak Prosperity also holds several key events each year, approximately four of which will be held on-site at various locations. Examples include Chris & Evie's farm (Honey Badger) in Massachusetts, Joel Salatin's farm (Polyface) in Virginia, and Front Sight in Nevada.

### **Executive Assistant**

The newly created Executive Assistant role will work directly with the owner and other members of the team to enable efficient use of the owner's time. Primary responsibilities will be to coordinate the owner's priorities, calendars, and communications. The Executive Assistant must be highly organized, detail-oriented, self-motivated, and able to keep track of multiple open initiatives at any given time.

## **Daily Responsibilities**

- Serve as the point-of-contact for the owner
- Manage information flow in a timely and accurate manner
- Monitor, screen, respond to, and prioritize incoming emails across multiple inboxes
- Organize written communication for ease-of-access to important conversations
- Manage daily calendars, including scheduling meetings and confirming appointments
- Coordinate agendas, presentation materials, and follow-up items from team meetings
- Maintain organized document records and paperwork
- Other duties as assigned

## **Required Skills**

Candidates should be able to demonstrate the following skills required for success:

- Excellent organizational skills and an ability to multitask
- Strong verbal and written communication ability
- Meticulous attention to detail and organizational ability
- Proactive and self-directed
- Tech-savvy and able to use Microsoft Office and virtual team collaboration platforms
- Team player with great communication skills

## **Compensation and Work Schedule**

- Base pay of \$45-65k per year commensurate with experience plus potential quarterly bonuses based on profitability
- Flexible hours and ability to work mostly from home
- Must reside within 1 hour of Chester, MA and be willing to come on site weekly
- All else equal, preference will be given to candidates closer to Chester

## **Applications**

Candidates are requested to submit their job application on the following webpage:

→ [www.peakprosperity.com/opportunities](http://www.peakprosperity.com/opportunities)

All applications must include the following:

- Cover letter – why you want the role and what value you will bring to the team
- Resume – work experience and qualifications that make you well suited for the position