

Executive Assistant to the CEO

LOCATION: MANSFIELD - HYBRID WITH OCCASIONAL TRAVELING TO OTHER LOCATIONS

HOURS: 30 HOURS A WEEK

COMPENSATION: \$18 AN HOUR

ABOUT US

Sarah, the owner of **Destiny Studio** and **Wild Oak Academy**, is passionate about creating spaces where people thrive—whether through the arts or education. **Destiny Studio** is dedicated to mentoring students of all ages in music and performing arts, fostering confidence, creativity, and lifelong skills. **Wild Oak Academy**, a micro school for grades K-8, nurtures young learners through adventure, play, and hands-on education in a close-knit community.

As Executive Assistant to Sarah, you'll have the unique opportunity to support both of these dynamic organizations, helping manage projects, schedules, and initiatives that impact students, families, and educators alike. This role is perfect for someone who is highly organized, proactive, and eager to grow alongside a visionary leader.

OUR VALUES

- Because people matter to God, people matter to me.
- Everyone has a purpose and everyone is here {at Destiny Studio} for a purpose.
- We sponsor moments that matter for a lifetime.
- We respond, take initiative, and have a self-employed mentality.
- Confidence changes people and people change the world.

JOB OVERVIEW

Are you highly organized, proactive, and eager to grow in your career? Do you thrive in a fast-paced environment, managing schedules, projects, and follow-ups with precision? If so, this role is for you!

We're looking for a detail-oriented and growth-minded **Executive Assistant** to support our CEO. In this role, you'll manage the CEO's calendar, coordinate meetings, track follow-ups, and assist with key projects that drive business growth. You'll play a crucial role in keeping priorities on track, ensuring seamless operations, and contributing to high-level strategy.

This is a unique opportunity to gain hands-on experience in executive support, develop project management skills, and work closely with a dynamic leader. If you're ready to take ownership of your work and make an impact, we'd love to hear from you!

RESPONSIBILITIES

- **Own calendar & time management** – Ensure the CEO's schedule is optimized and well-coordinated.
- **Facilitate meetings & follow-ups** – Attend meetings, take notes, and track action items for follow-through.
- **Assist with project management** – Use Asana to keep initiatives on track.
- **Support business growth efforts** – Help coordinate market expansion projects and research opportunities.
- **Manage communications** – Draft emails, prepare materials, and communicate professionally on behalf of the CEO.
- **Improve organization & efficiency** – Anticipate needs, solve problems, and ensure smooth operations.
- **Assist in non-profit development** – Support fundraising efforts, donor relations, event planning, and community outreach initiatives.

QUALIFICATIONS

- **A self-starter** – You take initiative and don't need constant direction.
- **Highly organized & detail-oriented** – You thrive on keeping things structured and running smoothly.
- **A strong communicator** – You write and speak clearly, confidently, and professionally.
- **Growth-minded & eager to learn** – You see challenges as opportunities to improve and grow.
- **Tech-savvy** – Experience with Asana, AI (ChatGPT) and Google Workspace (or willingness to learn!)

BENEFITS

- A collaborative, purpose-driven team environment with passionate leadership and clear vision.
- Opportunities for professional growth and networking opportunities.
- Hands-on mentorship and leadership exposure.
- Competitive compensation based on experience with performance-based bonuses.
- A supportive and inspiring work environment where you can make a lasting impact on students and families.
- 50% off lessons and classes for yourself and immediate family.

This role is ideal for someone looking to **gain experience at the executive level, develop their project management skills, and grow within a fast-paced company.** If you're ambitious, organized, and ready to take on new challenges, we'd love to hear from you!