

Senior Executive Assistant to CEO and Founder

Location: ELA's Canberra office, hybrid working with a minimum of 3 days per week in the office

Reports to: CEO and Founder/ Executive Director

Works closely with: COO, the wider Executive team and external stakeholders

Hours: Full Time, 38 hours p/w, permanent

Salary: \$100,000 - \$120,000 (depending on experience) plus super

About Energy Leadership Australia

Energy Leadership Australia (ELA) is a community organisation working to build enduring and broad support for evidence-based climate and energy policies to reduce emissions this decade. We work in partnership and collaboration with a range of stakeholders to strengthen leadership for policies to reduce emissions.

Purpose of the Role

The Senior Executive Assistant to CEO and Founder is a trusted partner to two senior leaders, ensuring their time, relationships and commitments are managed with the highest degree of care and professionalism. This is not a purely administrative role: the right person will bring emotional intelligence, strong relationship instincts, and the judgement to know what matters and why.

You will provide diary, correspondence and logistics support to the CEO and the Founder/ Executive Director. You will make sure that what gets agreed in a meeting or a conversation actually gets followed through on, chasing outstanding actions and catching the things that would otherwise slip through the cracks. Doing this well requires understanding, at a reasonably strategic level, where inbound requests and commitments sit relative to ELA's priorities - so you can help the CEO and Founder focus their time on the things that matter most for the mission.

We are less interested in a specific EA/PA résumé than in the person behind it. Our best support staff have often come from outside traditional executive assistant backgrounds. They are warm, enthusiastic, highly organised people who build genuine relationships easily, take initiative without waiting to be asked, and write well. If that sounds like you, we would love to hear from you even if your CV doesn't say "Executive Assistant."

The role is integral to effective planning and delivery, supporting internal and external stakeholders to ensure key events and organisational operations run efficiently and to a high standard.

Core Competencies

- **Emotional intelligence and relationship management.** Warm, perceptive and good with people. Able to build relationships and trust quickly with the team and partners, able to read what a situation or relationship needs.
- **Follow-through and reminders.** Relentless about closing the loop: tracks commitments made in meetings and conversations, proactively reminds and chases the CEO and Founder, and ensures nothing important is dropped.
- **Strategic judgement.** Understands ELA's priorities well enough to make good calls about which inbound requests and follow-ups genuinely matter, and to flag important priorities that aren't being chased by anyone else.
- **Initiative and proactivity.** A self-starter, positive and enthusiastic, who acts without being asked, spots what needs doing, and solves problems on the front foot.
- **Communication and writing skills.** A strong, clear writer as well as a thoughtful communicator in person. Comfortable adapting tone and style across contexts.
- **Planning and organisation.** Highly organised, able to manage competing priorities, meet deadlines and keep work on track.
- **Attention to detail.** Meticulous and thorough, ensuring accuracy while maintaining awareness of the broader organisational context.
- **Judgement and discretion.** Exercises sound judgement, professionalism and confidentiality when supporting senior leaders and external stakeholders.
- **Technical competence.** Strong capability with Google Workspace (Mail, Drive, Calendar) and experience using project management and collaboration tools including Asana and Slack. Proficiency with AI and automated workflows.

Prior formal experience as an Executive Assistant or Personal Assistant is not required. We care much more about the qualities above than about job titles on a résumé.

Key Responsibilities

Executive and Administrative Support

- Provide proactive diary management for both the CEO and the Founder, including scheduling, correspondence and meeting logistics.
- Track actions and commitments arising from meetings and conversations, and proactively follow up with the CEO and Founder to make sure they happen.
- Use judgement about which inbound requests and follow-ups are genuinely important to ELA's strategy and priorities, escalating what matters and filtering out what doesn't need the CEO's or Founder's attention.
- Organise travel for the CEO and Founder, including flights, accommodation and meetings.
- Prepare agendas, record actions and follow up on tasks from meetings.
- Maintain digital filing and archiving systems for organisational documentation.
- Organise and code invoices and receipts using Hubdoc.
- Ensure ELA and its leadership are represented with professionalism at all times.
- Take charge of special projects when requested.

Funding Partner, Board and Stakeholder Support

- Track funding partner and other stakeholder reporting deadlines and support the preparation and coordination of reports and communications.
- Support regular and timely communication with funding partners.

Events, Logistics and Operations

- Support the Project Coordinator with logistics for team events, retreats and meetings, including travel, accommodation, venues, catering and equipment.

Travel Requirements: The role is based in Canberra, to work alongside the Founder/ Executive Director but involves periodic travel within Australia to support events, retreats and organisational activities, including to ELA's HQ in Sydney for team meetings and events.