Executive Assistant to the CEO

Brink

Title: Executive Assistant to the CEO
Start Date: January 2027
Location: This position can be fully remote anywhere in the U.S., with a preference for candidates in the Mountain Time Zone.

- Brink operates as an asynchronous team across U.S./Canada and U.K. time zones.
- The person in this role is expected to provide their own laptop/computer with access to reliable internet.
- Priority will be given to candidates located in the Denver metro area.

Benefits: Full-time (40 hours/week), non-exempt, salary $57,000–$60,000 depending on experience. Includes healthcare, dental, and vision benefits with employer contributions.
Deadline: Applications will be reviewed on a rolling basis beginning in October 2026 and will remain open until the position is filled. We anticipate a January 2027 start date.

HOW TO APPLY

Please submit your résumé, contact details for two references, and written responses to the following questions via our Submittable form.

- What is most compelling to you about Brink's approach? (250 words max)
- Why do you feel you'll be successful in this role? (300 words max)
- What is your superpower? You may be good at many things, but what are you truly *great* at? (200 words max)
- Think of a leader you have supported closely. What did they come to rely on you for that was never in your job description? And what did you figure out about how they work that they never told you directly? (400 words max)
- What kind of workplace do you thrive in? What kind of workplace do you struggle in? (300 words max)

Please submit your application on our Submittable.

A note on using AI to help write your responses: We ask that you do not use AI to help write responses to these questions. In this application, we want to get to know you and how you think and write without the aid of our potential sci-fi overlords. Please note that when we feed our website, application

questions, and a résumé into an AI, it's pretty good at dividing out the AI-assisted applications from the lovely human-written ones.

POSITION GOALS

This section outlines the organizational outcomes that you'll be responsible for achieving in this position.

Outcome 1: Focus the CEO's time where it matters most—make the CEO's calendar, meetings, and travel a direct reflection of Brink's priorities and values.

- **Be the CEO's Second Brain:** Draft correspondence, capture meeting notes, conduct research, and prepare briefing materials before external meetings.
- **Own the Calendar:** Manage the CEO's calendar across multiple time zones, balancing competing priorities and safeguarding time for deep work and the highest-impact work.
- **Orchestrate Every Detail:** Coordinate meetings and appointments with internal and external stakeholders, managing logistics, reminders, and follow-up.
- **Make Every Trip Seamless:** Coordinate every logistical detail of the CEO's travel—flights, lodging, ground transportation, and itineraries.
- **Close Every Loop:** Track commitments, deadlines, and action items from the CEO's meetings and correspondence, so nothing falls through the cracks.

Outcome 2: Keep the CEO's internal and external relationships flourishing, supporting her as she builds the authentic connections that elevate Brink's mission and advance its commitment to transformational storytelling.

- **Represent Brink with Excellence:** Serve as a point of contact for authors, policymakers, funders, community leaders, and other partners. Keep the CEO's side of every conversation moving through scheduling, drafting, and prompt follow-up.
- **Support Signature Events:** Coordinate and support Stories from the Brink events, donor receptions, and other external convenings—invitations, guest lists, CEO briefings and talking points, on-site logistics, and follow-up.
- **Curate the CEO's Public Presence:** Keep the CEO's online profiles current, help schedule and post social content, and flag speaking and media requests to Brink's Strategic Partnerships Director.
- **Connect the CEO and the Team:** Support communication between the CEO and staff by routing incoming requests, scheduling and coordinating quarterly all-staff update calls, and keeping communication flowing both ways.
- **Exercise Exceptional Judgment:** Handle sensitive communications, confidential information, and high-profile relationships with discretion.

Outcome 3: Turn the executive office into a system—replace one-off effort with repeatable workflows, so executive work keeps moving smoothly as Brink grows.

- **Drive Executive Operations:** Coordinate with the Operations team on expense documentation, reimbursements, and other executive administrative processes, and provide the CEO technical support across organizational tools and accounts.
- **Build Systems That Last:** Learn and document the executive office's existing templates and workflows, keep them current, and flag opportunities to make recurring work more efficient.

POSITION CANDIDATE

The Ideal Candidate Will:

- Have **Outstanding Executive Judgment:** You think several steps ahead, anticipate needs before they're expressed, and can be trusted with confidential information and sensitive communications.
- Have a **Heart for Executive Support:** You take genuine pride in helping others do their best work. You are drawn to the pace and stakes of the executive office—working shoulder-to-shoulder with a CEO, close to big decisions and fast-moving strategy—and you handle that access with maturity and discretion.
- Have **Exceptional Organizational Skills:** You have 3+ years supporting senior leaders or executives, with experience running multiple calendars, inboxes, and administrative systems at once, and a proven ability to manage competing priorities, create systems, and bring clarity to complexity.
- **Be a Trusted Right Hand:** You read how a leader works and say what they need to hear, not just what they want to hear—always with a recommendation in hand.
- Have **Excellent Communication Skills**: You are an exceptional writer who adapts your voice to any audience and understands that every interaction reflects Brink.
- Have **Marketing Instincts**: You understand how a leader's public presence gets built—you have an eye for what lands on LinkedIn, can write convincingly in someone else's voice, and know how to turn a speaking engagement or new partnership into visible momentum.
- Thrive in a **Dynamic Environment:** You enjoy fast-moving work where no two days look alike, and you work well independently in a remote, asynchronous environment while remaining a dependable teammate.
- Have **Strong Research and Technical Skills**: You quickly learn new systems, enjoy researching unfamiliar topics, and synthesize information into clear, actionable insights. You're comfortable with Microsoft Office, Asana, and scheduling software.

<u>Do Not Apply If:</u>

- You need detailed instructions or constant supervision. This role is fast-moving and ever-evolving, and it requires confident decisions when the path isn't obvious and a willingness to jump into whatever will best support the CEO and the organization.

POSITION INFORMATION

Your Starting Point

Your first weeks will focus on understanding Brink's systems, culture, and workflow. You will work closely with the CEO and Chief of Staff to learn how the executive office operates and how the CEO's time connects to organizational priorities and strategy. Initially, you will work most closely with the current Executive Assistant to learn the systems, processes, and communication rhythms that keep executive operations running smoothly, while also collaborating with the Operations team.

You'll learn the tools we use to manage projects, communications, and scheduling, while gradually taking ownership of the CEO's calendar, administrative systems, and day-to-day executive support. In your first months, your focus will be on mastering the logistics and rhythms that keep the executive office running smoothly. As you build familiarity with the role and the organization, you'll begin taking on more of the research, relationship tracking, and communications that support the CEO's external outreach and elevation work.

This role exists because, as Brink grows, our CEO's time is our scarcest resource. Your work will free her to focus on vision, major funding, and the relationships that move Brink and its mission forward. We expect the role to grow with you. As you earn trust and show sound judgment over time there is real scope to move into a lead-level role, moving from coordinating the CEO's work to shaping it, for example: building her annual travel calendar around organizational priorities rather than just managing logistics; owning executive workflows end to end so projects move forward without her direct oversight; helping shape her online persona and drafting content in her voice; serving as the bridge between executive leadership and staff by delegating internal matters; and designing the templates, workflows, and rhythms that let executive work scale beyond one person.

Thriving!

Once you have a strong foundation and organizational context, we believe you'll thrive here if:

- You bring order and clarity to complexity without needing every variable resolved first.
- You have strong opinions, loosely held—you build the systems that you need for your work and adjust and improve as priorities shift.
- You're energized by proximity to ambition, not just organization—you want a front-row seat to how a growing organization gets built.
- You measure your success not only by tasks completed, but also by the mental space you free up for someone else to lead.

- You find real satisfaction in work no one sees—the quiet confidence of being the reason things run smoothly.
- You hold independence and connection at once, thriving solo in a hybrid, mostly remote team while remaining a dependable presence within it.

What's in it for You?

- Comprehensive Health Coverage: Medical, dental, and vision insurance with employer contributions.
- Retirement Savings: A 401(k) retirement plan to help you invest in your future.
- Generous Paid Time Off: 14 days of PTO and 11 paid holidays in addition to two week-long office shutdowns in July and December.
- A Clear Path to Advancement: Grow from support to strategy, with a path to a lead-level role based on performance.
- A Front-Row Seat to Leadership: Work side by side with the CEO every day, with a direct line into the strategy, decisions, and relationships that set the organization's direction.
- Meaningful Impact: Join a nonprofit at a pivotal point in its growth, working to transform lives through storytelling.

THE CHANGE YOU'LL BE PART OF

Our Mission

Brink believes the stories people tell about themselves shape the lives they live. We work with people living on the brink—of incarceration, of dropping out, of giving up, of being written off—and help them reclaim authorship of their own narratives. Through storytelling, our students confront internal barriers (such as shame, trauma, hopelessness) and external ones (such as systemic inequity, stigma, lack of access) that hold them back.

We don't just teach writing. We teach people to see themselves differently. And when that shifts, everything shifts.

Our Model: Behavioral Health × Education × Pathways

Brink operates at the intersection of three disciplines:

Behavioral Health–Informed Practice

We support students in examining the internal narratives shaped by trauma, stigma, and systemic inequity. Through structured reflection, mindfulness, and guided dialogue, students build emotional regulation, coping skills, accountability, and self-awareness. This work is non-clinical but deeply

intentional. It strengthens the foundation required for recovery and stability.

Rigorous Literacy & Critical Thinking

We are first and foremost an education organization. Students read closely. They analyze structure and theme. They write, revise, and articulate complex ideas. They practice communication skills essential for relationships, advocacy, and employment. Our classrooms demand clarity, reflection, and intellectual engagement. We do not lower standards—we scaffold access to them.

Pathway Creation & Goal Setting

Education without direction can stall. Reflection without forward motion can fade. Brink supports students in identifying passion, purpose, and next steps. Through goal-setting exercises, planning frameworks, and mentorship, students move from insight to action—whether that means pursuing further education, strengthening employment readiness, repairing family relationships, or engaging more actively in their communities.

We believe transformation happens when all three approaches weave together: when someone learns to support their mental health, articulate their story, and imagine a future worth building.

Our Largest Programs

Frames Comic Program

Using comics to court low-literacy and reluctant readers, we help students explore a turning point in their lives and develop an outline for their story. Through this process, students build skills for reflection, agency, and positive change. Those who want to take their work further may continue through our master's mentorship process, where they receive support to develop and publish their story as a short comic. We deliver this program to adults in facilities and through re-entry organizations, and to at-risk and justice-impacted youth to help disrupt the school-to-prison pipeline.

F(r)iction

At the heart of all our programming, we publish *F(r)iction*, an art and literature anthology that seeks to inspire readers to think differently. Printing bestselling authors alongside student work and brand-new talent, we use this platform to elevate marginalized voices, increase critical thinking, and spark a love of literature. Enjoyed by thousands of readers across the globe, this collection is also the primary teaching tool in all our education programs!

F(r)iction in the Classroom

In partnership with high school teachers and university professors, we work to engage students with diverse, contemporary stories using *F(r)iction* as a mentor text. By placing students in the driver's seat of their own education, these courses allow students to read and write about a wide range of topics—from heart-crushing memoirs to wild sci-fi comics—each aiming to engage reluctant readers, increase critical thinking and empathy, and spark a lifelong love of reading. Through these courses, students come to

understand their passion, purpose, and power, and how these key concepts can combine with their strengths to create a future of their own choosing.

Stories from the Brink

Stories from the Brink is an event series showcasing Brink students and their stories through live performance. Students share their work in an immersive, multi-sensory format: original artwork from their short comic memoirs (developed in Brink's Frames Comic Program and published in *F(r)iction*) is projected and animated alongside live music, lighting, and interactive elements that draw the audience into each story. Hosted at stunning venues such as the Denver Museum of Nature & Science and amplified through press partners such as PBS, these events bring students together with educators, policymakers, funders, and community leaders to build empathy, spark cross-sector dialogue, and turn student voice into a powerful force for change.

Brink is an equal opportunity employer and is committed to creating an inclusive workplace. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity or expression, age, disability, or any other status protected by applicable law. All employment is decided on the basis of qualifications, merit, and business need."