



**EXECUTIVE ASSISTANT**  
**Part Time – Contract Position**  
**Remote- Ohio Candidate Preferred**

**Position Description:**

We are seeking a highly organized and detail-oriented Executive Assistant to support our government relations teams in a fast-paced, dynamic environment. The ideal candidate will be responsible for managing diverse schedules, coordinating in-person and virtual meetings, assisting with event planning, and ensuring smooth operations across various administrative functions. This role requires exceptional multitasking abilities, excellent written and oral communication skills, and a proactive approach to problem-solving. Candidates should have experience scheduling for multiple parties and proficiency using Microsoft Office including Outlook, Word, and Excel and Zoom. **Candidates must be available Monday through Thursday for 3-4 hours each day for a total for 15-20 hours per week.**

---

**Key Responsibilities:**

- **Scheduling and Calendar Management:**
  - Coordinate and schedule in-person and virtual meetings for multiple clients
  - Organize and manage various calendars across different teams
  - Schedule tours for clients, providing logistical support and reminders as needed.
- **Client and Team Coordination:**
  - Act as the primary point of contact for scheduling inquiries for clients and internal teams.
  - Ensure all parties are aligned on meeting details, including location, time, and necessary materials.
- **Event Planning Assistance:**
  - Provide administrative support for internal and external events, including booking venues, organizing logistics, coordinating with vendors, and handling follow-up tasks.
  - Help manage event timelines and ensure all materials and resources are prepared in advance.
- **Administrative Support:**
  - Manage day-to-day administrative tasks, such as maintaining and updating schedules, preparing agendas, and sending out meeting reminders.
  - Handle any ad hoc requests from clients or team members related to scheduling or administrative needs.
  - Support note taking for client calls and other meetings.

**G2G Background:**

G2G provides government affairs services for businesses and non-profits – taking all actions necessary to go from Government to Growth. G2G was founded by an attorney with two decades of experience in government affairs from serving as Legislative Director for Members of Congress on Capitol Hill, political campaign organizer and lobbyist. She has built a team of bipartisan professionals on the federal, state and local levels of government with a proven track record in delivering quantifiable results that meet clients' needs. G2G has offices on Capitol Hill in Washington, D.C., Columbus and Cleveland, OH. With our experience in running government affairs operations for many start-up companies, institutions, non-profit organizations and national associations, we work with numerous public officials in Congress and agencies to maximize government opportunities for growth.

**How to Apply:**

Please submit your resume, cover letter and salary requirements to [aharless@G2Gconsulting.com](mailto:aharless@G2Gconsulting.com) with subject line “Executive Assistant” - please no calls.