Stratus Firm is seeking a unique and quick-thinking **Special Assistant to the CEO** with an understanding of the demands of the events business. This role will serve as the right-hand support to the founder and CEO of Stratus. This unique role sits at the intersection of executive operations, project management, and event production, helping manage the flow of information, priorities, and projects between the CEO and the broader Stratus team.

The role will include traditional executive support responsibilities, but it is not a traditional Executive Assistant position. The successful candidate will collaborate with others to help drive projects, help drive follow-through, support select Stratus events, and serve as a key liaison between the CEO, Production, Client Relations, clients, and external partners.

The work will be fast-paced and demanding but with a first-hand view of both the organization and Stratus' most prestigious events.

Company Overview
Stratus Firm is a strategic event production partner for organizations operating at the highest levels. We design and deliver complex, high-visibility events, where creative vision and operational precision move as one, resulting in experiences that are seamless, intentional, and built to resonate.

We are a sought-after, but selective, group of highly trained experts working globally with the world's most discerning clients. We work hard, but provide a supportive and collaborative environment. We support our team with training, a well-appointed office, and generous benefits.

Ideal Candidates
The ideal candidate must be highly organized, able to manage multiple demanding stakeholders, and an effective communicator and collaborator.

This full-time role requires a solutions-oriented professional who thrives under pressure and likes to keep the trains running on time. The work will be demanding, but will offer the ideal candidate the opportunity to develop professionally by supporting the leader of one of the country's top event production companies.

Ideal candidates:

- Desires to work for a company that delivers exceptional events to discerning clients
- Is comfortable working with a CEO who moves quickly, has high standards, and expects direct communication
- Enjoys collaborating with co-workers to achieve excellence
- Takes a “solutions first” approach to problem solving
- Is skilled at setting and meeting deadlines, managing projects, and driving follow-through
- Is a meticulous multitasker
- Is hungry to level up their skills
- Comfortable communicating clearly and effectively with clients, vendors, and teammates
- Adapts their communication style to instill confidence across stakeholders
- Is a collaborative teammate who steps in when needed and shares responsibility for the team's success

Responsibilities include

- Serve as a key liaison between the CEO, Production, Client Relations, clients, and external partners, organizing and routing priorities, requests, and information.
- Capture the CEO's priorities, tasks, and commitments; completion; and flag deadlines or decisions requiring the CEO's attention.
- Support involvement in select Stratus events by managing project tasks and coordinating with event teams
- Independently handling work that does not require Production team involvement.
- Prepare for meetings by coordinating schedules and logistics, developing agendas and briefing materials, gathering information, attending as appropriate, capturing decisions and action items, and managing follow-up.
- Support client and partner communications, including coordinating follow-up, stepping in when the CEO is unavailable, and ensuring commitments and open items are addressed.
- Exercise sound judgment in deciding when to move work forward independently, engage other Stratus team members, or bring an issue or decision to the CEO.

Skills and Qualifications

- 3-8 years of professional experience in event production, hospitality, project management, executive operations, or a similarly fast-paced, client-facing environment. Event or hospitality experience strongly preferred.
- Ability to effectively organize appointments and schedules
- Calm, confident presence with an openness to learning
- Proven success managing competing priorities
- Outstanding verbal and written communication skills, including email, by phone, and in person

- Ability to create and manage budgets in platforms like Google Sheets
- Comfortable asking questions
- Comfortable working with Monday.com, Slack, Google Workspace, Microsoft 365, and Apple devices
- Familiarity with event technology platforms such as Cvent and Social Tables preferred
- Exercises a high level of discretion and sound judgment when handling confidential and sensitive information
- Willing and able to work nonstandard hours, including evenings and weekends, and travel as required
- Lives in, or is willing to relocate to, the Washington, DC area.

Benefits

- Collaborative and creative work environment
- Well-appointed and comfortable office space with free food and drinks
- Competitive base salary of $70,000 - $80,000, commensurate with experience
- Performance-based bonuses
- 3 weeks vacation base rate and 2 weeks sick leave accrued per year
- 75% coverage of health, dental, and vision insurance for all employees
- Full life and disability insurance coverage for all employees
- 401k match 100% of employee contribution up to the first 5% of pay
- 50% Charity matching up to $1000 a year
- Generous compensatory time benefit

To apply, please email a resume to careers@stratusfirm.com with 'Special Assistant' in the subject line.

Stratus is an equal employment opportunity employer for all applicants and employees. Stratus Firm does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, or any other protected characterization.