

Executive Operations Coordinator

Location: Fully remote, with limited in-person expectations (Rhode Island–based or able to travel occasionally).

Salary: \$50,000–\$60,000

Type: Full-Time, Non- Exempt

About the Role

Seeking a high-potential Executive Operations Coordinator to support the CEO of a mission-driven, fast-moving organization. This is a high-trust, high-responsibility role for someone who is exceptionally organized, detail-oriented, and able to adapt quickly in an environment where priorities shift and no two days look the same.

This is not a traditional administrative role with a predictable routine. It is an opportunity for someone early-to-mid career who wants meaningful exposure to executive leadership, is comfortable with complexity, and is eager to grow into increased responsibility over time.

Absolute discretion, reliability, and follow-through are essential.

Executive Support

- Manage and maintain a dynamic executive calendar, adjusting quickly as priorities change
- Coordinate meetings, logistics, and materials for internal and external engagements
- Prepare the CEO for meetings by organizing information, agendas, and documents
- Track action items and ensure follow-through across multiple commitments

Organization and Systems

- Create and maintain clear systems for tracking tasks, deadlines, files, and communications
- Ensure documents and communications are accurate, well-organized, and error-free
- Keep information accessible, current, and secure

Confidentiality and Professional Judgment

- Handle sensitive and confidential information with discretion and care
- Exercise sound judgment in communications and interactions with staff, board members, donors, and partners
- Understand when to escalate questions or issues and when to handle them independently

Adaptability and Problem-Solving

- Respond calmly and effectively to last-minute changes and shifting priorities
- Identify issues early and proactively flag risks or gaps
- Learn quickly and incorporate feedback to improve performance over time

Ideal Candidate is Someone Who:

- Is highly organized and detail-oriented by nature
- Enjoys creating order in complex, fast-paced environments
- Brings a positive, professional attitude, even in high-pressure situations
- Can pivot quickly without becoming flustered
- Understands the importance of confidentiality and discretion
- Is reliable, responsive, and takes pride in follow-through
- Is eager to learn and grow through increased exposure and responsibility

Required Qualifications

- 2–5 years of experience in an administrative, executive support, or coordination role
- Demonstrated ability to manage multiple priorities and deadlines
- Strong written and verbal communication skills
- High proficiency with calendars, email, and document management tools
- High proficiency with technology, including Microsoft Office, AI tools and CRM tools
- Proven reliability and professionalism

Preferred Qualifications

- Experience supporting a senior leader, director, or executive
- Experience in nonprofit, healthcare, higher education, legal, or similarly complex environments
- Comfort working independently with guidance and clear expectations

Growth Opportunity

This role offers significant exposure to executive leadership, governance, and organizational operations. As trust, judgment, and capability are demonstrated, the scope of responsibility may expand over time, with the potential for increased compensation and advancement.

Important to Know

- This role requires flexibility and comfort with changing priorities
- Applicants who prefer predictable routines or narrowly defined task lists will not be successful
- Confidentiality and professionalism are non-negotiable

Application Process

Please submit the following to HR@Bigsri.org with the subject: Executive Operations Coordinator Application

- Resume
- A brief cover letter or paragraph answering the following:
 1. Why does this role appeal to you at this stage of your career?
 2. Describe a time when a schedule changed multiple times in a single day. What changed, how did you adjust, and how did you ensure nothing fell through the cracks?
 3. Describe a time you were trusted with sensitive or confidential information.
 4. What tools do you rely on most to stay organized, and how do you use them day to day?

Optional: Include a written letter of recommendation.

Applications that do not include these responses will not be considered.