



Job Title: Associate Executive Advisor

Reports to: President

Location: Remote (70%) & In-person (30%)

Category: Part-time, Project Based

Company Description: Star Insights, a boutique strategic advisory firm based in Los Angeles, is seeking an Associate Executive Advisor (AEA) to join our team. Star Insights supports social impact organizations – advising Presidents, CEOs, and senior leadership teams, partnering with them to find better ways to lead their organizations and deliver on their mission. We are a small and mighty team of professionals with multi-sector backgrounds who care deeply about our clients’ success. Their success is our success.

We are driven by seven core values that underlie every decision we make: We embrace Curiosity, Creativity, Honesty, Audacity, Inclusivity, Practicality, and Possibility. These values are key to our success, and are what make our unique consulting practice so effective. If these values resonate with you, you are a self-starter who is passionate about your work making a difference, and you want to be part of a team who is building something truly special, then we would love to hear from you.

Position Description: The Associate Executive Advisor (AEA) will provide support on team and client projects within a collaborative environment to meet or exceed client goals. The AEA will actively participate in the company’s growth process, helping to nurture relationships with current clients, and facilitating relationships with new ones. It is crucial that each of our Crew members exemplifies our high standards and is a great fit with our culture, so that our unique culture is preserved as we grow.

This role will report to the President (and Executive Advisors on client engagements) and will continually deliver excellent client service, effectively supporting project leads, and assisting with delivering on our goals to create, contribute, and collaborate with high-level leadership teams in the social impact sphere.

In-person, the AEA will act as an agent of inclusivity and professionalism, utilizing honesty and curiosity to create results that support the ability to have an autonomous work schedule while honoring project and team commitments.

Essential Duties and Responsibilities Include:

- Reporting directly to Executive Advisor project leads to achieve desired project outcomes and deliver research, reports or project goals.

- Prepare agenda and presentation materials for meetings and various client workshops as outlined in collaboration with the Executive Advisors.
- Schedule, coordinate, and attend internal/external virtual conferences on Zoom, or other systems, as assigned.
- Capture key meeting highlights and compile timely summary reports - per client and project needs - to submit to project Lead for review.
- Engage and communicate with senior-level organizational leaders and executive audiences across private, public, and social sectors as applicable.
- Collaborate on the development of individual project-specific responsibilities with Executive Advisor lead(s) per the needs of new project assignments to facilitate agreement and participation.
- Leverage qualitative and quantitative critical thinking to process complex information into organized learnings and structured reports.
- Other duties as assigned.

Requirements:

- Strong alignment with social impact organizations and values.
- Driven personally to grow and cultivate new professional skills
- Excel in fast-paced, collaborative settings
- Excellence with coordinating and delivering on independent as well as team- oriented workstreams, minimum 3 years
- Comfort and ease with ever-changing work environments and reassigned priorities.
- Exceptional interpersonal skills, with the ability to effectively communicate with diverse groups of professionals at all levels of an organization.
- Highly proficient in conducting remote work (e.g. Zoom meeting), with an openness to learning new software per the ongoing needs of project assignments
- A Bachelor's degree, Graduate degree, or 4+ years of experience in
- Project Management-related fields
- Excellent oral and written communications skills, including the ability to present and explain complex subject matter in an easily digestible manner
- Ability to travel for client projects



To Apply

Please send a resume & cover letter to info@StarInsights.com with the subject line "Associate Executive Advisor".

Star Insights is an Equal Opportunity Employer that recruits, employs, trains, compensates and promotes without regard to race, religion, creed, color, citizenship, national origin, age, sex, gender, gender identity/expression, sexual orientation, marital status, disability, genetic information, veteran status or any other legally protected basis, in accordance with applicable federal, state, or local law.