
Executive Assistant to the Project Lead

Inspired by a sense of caring and compassion for all the people who work to build a better world, as well as to support the many causes and movements for which they work, [The Wellbeing Project \(TWP\)](#) is focused on both cultivating a shift in the field of social change toward one that is healthier and more supportive of inner wellbeing, and on catalyzing the development of a new infrastructure to better support everyone working in the field.

The Executive Assistant will provide comprehensive, proactive and highly reliable support to the Project Lead, helping them manage their time, priorities, relationships and day-to-day needs effectively.

This role requires exceptional organization, discretion, attention to detail and the ability to anticipate needs in a dynamic, international and remote working environment. The Executive Assistant will work closely with the Project Lead and collaborate with colleagues and stakeholders across multiple time zones, helping ensure that key priorities, meetings, travel and organizational activities run smoothly.

KEY RESPONSIBILITIES

Personal & Administrative Support

- Provide day-to-day personal and administrative support to the Project Lead, helping organize their schedule, commitments and practical needs.
- Coordinate meetings, appointments and arrangements, ensuring details are confirmed and properly organized.
- Manage requests, follow-ups and administrative tasks, ensuring that actions are completed accurately and on time.
- Prepare meeting materials, presentations, documents and other information as needed.
- Handle confidential information with discretion, care and professionalism.
- Assist with ad-hoc requests and practical tasks to help the Project Lead work smoothly and efficiently.

Travel & Logistics Coordination

- Organize travel arrangements, including flights, accommodation, transfers, restaurant reservations and detailed itineraries.
- Manage booking changes, cancellations and last-minute requests, finding practical solutions in a timely and calm manner.
- Research travel options, venues, restaurants and other services, comparing alternatives and identifying suitable arrangements.

- Coordinate logistics for events, workshops, conferences and other activities involving the Project Lead.
- Ensure that travel and logistical details are clearly documented, communicated and followed up.

Leadership & Organizational Support

- Provide administrative and logistical support to the wider Leadership team when needed, helping ensure that practical arrangements and requests are handled smoothly.
- Support the organization of meetings and other key gatherings, including scheduling, preparing materials, taking notes and following up on agreed actions.
- Assist with the preparation and formatting of presentations, reports and other Project-related documents.
- Coordinate practical arrangements and follow-ups with colleagues across different teams to ensure that requests and tasks are completed on time.
- Provide occasional administrative support to the Leadership Assistant when needed.
- Communicate with external contacts, service providers and other stakeholders as required, ensuring interactions are professional, warm and well coordinated.

Finance & Administrative Processes

- Organize and track expenses, receipts and supporting documentation.
- Assist with invoice processing, payment follow-ups and other routine administrative and financial procedures.
- Maintain accurate, up-to-date and well-organized records, files and documentation.
- Follow established procedures and keep track of deadlines, pending tasks and required information.
- Identify opportunities to improve everyday administrative processes and help implement practical solutions.

Team Experience & Organizational Support

- Help coordinate thoughtful gestures, special arrangements and practical support for team members and other people connected to the Project.
- Contribute to creating a welcoming, caring and well-organized experience for colleagues, partners and visitors.
- Approach requests with a helpful, service-oriented mindset, ensuring that people feel supported and practical details are taken care of.
- Take ownership of assigned tasks, communicate progress clearly and flag any issues or support needed in a timely manner.

PROFILE, SKILLS & COMPETENCIES

Requirements

- A relevant university degree, vocational qualification, professional training or equivalent practical experience in administration, secretarial support, hospitality, travel or a related field.
- At least 2 years of relevant experience in an administrative or support role, such as Executive Assistant, Administrative Assistant, Management Assistant, receptionist, travel coordinator or a similar position, ideally supporting senior leadership.
- Strong organizational and multitasking skills, with the ability to manage multiple requests and competing priorities, keep track of deadlines and ensure timely follow-ups.
- Practical experience coordinating bookings, appointments, travel arrangements and other logistical details, including international travel and complex itineraries, with the ability to adapt plans when circumstances change.
- Strong planning and prioritization skills, with the ability to anticipate practical needs, identify potential challenges and prepare accordingly.
- A structured, reliable and hands-on approach to work, with strong attention to detail, respect for deadlines and the ability to take ownership of assigned tasks through to completion.
- Good written and verbal communication skills in English, with the ability to communicate clearly, professionally, respectfully and empathetically with colleagues and internal and external stakeholders.
- A service-oriented, people-focused approach, with genuine care, warmth and an interest in helping others, facilitating their work and ensuring that things run smoothly behind the scenes.
- A proactive, responsive and resourceful attitude, with the ability to follow instructions carefully, exercise sound judgment, solve practical problems independently and suggest improvements when appropriate.
- Discretion and sensitivity when handling confidential information, personal matters and other sensitive situations.
- Flexibility and adaptability, with a positive attitude towards changing priorities, occasional ad-hoc requests and evolving needs in a dynamic work environment.
- Ability to work collaboratively and effectively within a small, international and remote team across different countries and time zones.
- Genuine interest in The Wellbeing Project's mission, values and work.
- Based and working from CET (Central European Time)

Nice to have

- Working knowledge of French and/or Spanish.
- Previous experience in a non-profit, social impact organization or start-up environment.
- Experience working with international or globally distributed teams.

- Experience supporting expenses, invoicing, administrative finance tasks or basic accountability processes.
- Experience coordinating Board meetings, senior-level meetings or other high-level gatherings.
- Entrepreneurial experience or demonstrated ability to work effectively in an entrepreneurial environment.

WHAT WE OFFER

- The opportunity to contribute to a meaningful, global project working with people and organizations committed to social change and collective wellbeing.
- An international, collaborative and co-creative working environment.
- The opportunity to build relationships with a diverse network of organizations, leaders and changemakers around the world.
- A supportive and values-driven culture where care, collaboration and wellbeing are central to how we work.
- A varied role with direct exposure to the Project Lead, organizational priorities and different areas of the Project.
- Compensation aligned with experience and seniority.
- Full-time position, highly remote, preferably based in Madrid/Paris.

To apply, please send your CV and cover letter to hiring@wellbeing-project.org, looking forward to meeting you soon!