

## **Full-Time Administrative Assistant (Hybrid On-Site/Virtual)**

**Location:** Houston, Texas  
(on-site work in the Meyerland area or away at events)

### **Some Info About Us:**

At Leadwell, we believe in developing leaders. We are a team driven by faith, service, and growth with a passion for making a positive impact on people and the world around us. Our approach to leadership development is built on Biblically-based principles, and using leading research and practical solutions, we are committed to serving 10 million leaders by 2035 — one leader at a time.

If this excites you, it might be time to join us. Here's why else:

### **What We Offer:**

- A workplace culture that prioritizes relationships, doing work that matters, and delivering impactful results.
- Profit sharing for full-time team members (32+ hours/week)
- Generous paid holiday time off (14–16 days/year)
- PLUS 10 days Paid Time Off
- Paid volunteer days off (3 days/year)
- \$1,200 Technology Stipend (annually)
- \$500 Growth & Development Credit (annually)

### **Salary Range For This Role:**

\$20 – \$25 /hour + profit sharing when FT (hourly rate is dependent on experience. FT preferred, PT possible)

### **The Role:**

We are looking for a Full-time Administrative Assistant who is ready to dive into a hybrid role, balancing both an in-person presence in Houston, TX, with remote work capabilities.

The ideal candidate will be a critical thinker with exceptional organizational skills, capable of managing multiple priorities in a dynamic environment. This role blends administrative expertise with project management and client-facing responsibilities, supporting our CEO and the broader Leadwell team, and is perfect for someone who thrives in a dynamic environment, is highly organized, and has a heart for service.

## **You're Probably a Match If...**

- You're a strong communicator who can pivot effortlessly when priorities shift.
  - Organization is your superpower.
  - You have a heart for people but can tell them no with a kind and gentle strength.
  - You love completing tasks and making things better as you go.
  - Your mindset is rooted in servant leadership—you see every task as an opportunity to make someone's day better.
  - You're a natural problem solver, comfortable managing details, and always looking for ways to improve processes.
  - You appreciate a balance of hard work, meaningful rest, and serious fun.
  - You're open to and excited by travel and being on-site for client events.
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## **What Success Looks Like In This Role:**

- Seamlessly manage and organize multiple email accounts and calendars, ensuring quick and professional responses and event creation, with a friendly demeanor.
  - Prioritize customer intimacy and empathy in all interactions.
  - Proactively block and protect time for content creation and other high-priority tasks.
  - Offer excellent and prompt responses and troubleshooting to customer needs from our LeadwellPlus.com SaaS platform.
  - Coordinate client and team off-site events with confidence, including booking venues, arranging catering, communicating details, and ensuring all supplies are prepared.
  - Plan and execute travel arrangements, covering flights, accommodations, and vehicle rentals with precision.
  - Track and send personalized and bespoke client appreciation efforts, such as birthday cards, seasonal gifts, and onboarding packages.
  - Maintain a well-organized office environment (and help create it for others), supporting an efficient workflow.
  - Facilitate invoice creation with accuracy and attention to detail as well as expense reporting, and document management.
  - Serve as a liaison between the leaders, team members, and external stakeholders - maintaining clear, relational, and professional communication.
  - Draft, review, and manage correspondence, reports, and presentations with a high degree of accuracy.
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## Qualifications:

- Proven experience as an Executive Assistant or in a similar role.
  - Ability to work independently and as part of a team.
  - Proficiency in Google Workspace, Canva, and video conferencing tools.
  - Exceptional organizational and time-management abilities, with a keen attention to detail.
  - Strong adaptability and the ability to maintain composure in a fast-paced environment.
  - A proven track record of handling sensitive information with confidentiality.
  - Ability to think critically and make informed decisions in ambiguous situations.
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## Where we want to go with you:

At Leadwell, you're not just taking a job—you're joining a movement, and an organization that supports YOU as a person, not as just an employee.

Be part of our vision that is ambitious yet deeply meaningful:

- Serving 10 million leaders by 2035.
- Building a flagship office and leadership campus in Houston, Texas—a hub for equipping and empowering leaders to transform the world.
- We will model and teach work where business results happen through a focus on people, using servant hearts, and empowering organizations everywhere with servant leadership.

## What We Value:

**Servant Leadership** - We believe in influencing others in pursuit of a shared purpose.

- **Work Heartily:** Do our best, seen or unseen, for one or many.
  - **The Golden Rule:** Treat others as we want to be treated.
  - **Always Serve, Serve All Ways:** Humbly serve however and wherever needed.
  - **Relentless Optimism:** Choose hope over fear, always.
  - **Faithful Stewards:** Care like we own it, responsible like we don't.
  - **Tell The Kind Truth:** Deliver the whole truth with care.
  - **Outrageously Generous:** Better to give than to receive.
  - **Missionary Mindset:** On a mission that matters.
  - **Work Hard, Rest Well:** Balance life and family with working hard.
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## How to Apply:

If you're ready to bring your skills and servant heart to Leadwell, we'd love to hear from you. Submit your resume and a cover letter detailing your experience and passion for leadership to [hello@leadwell.com](mailto:hello@leadwell.com).

**Leadwell is an EOE.**