

Position:

Secretary to the Executive Director

Location:

Physical proximity is important for this full-time role. Our ideal candidate lives in Asheville, NC or is open to relocating to work alongside Daniel Schmachtenberger, Founder and Executive Director of the Civilization Research Institute..

Hours:

Co-working hours are generally late: starting around 7-10 pm, going until 11-1 am. Some afternoon hours for writing sessions or to join in meetings. Co-work in person 3-5 days per week and 2-6 hours per session.

Ideal start date:

January 2024

The role:

We are seeking a Secretary to support Daniel Schmachtenberger, Founder and Executive Director of the Civilization Research Institute. Daniel's work in the organization spans research, strategy, institutional relationships, new projects, and training. The Secretary will support Daniel in the preparation and tracking of all his activities across these multiple domains of work.

The right person will already be familiar with Daniel's publicly available work, feel deep alignment with our mission, and have experience working as a Secretary or Executive Assistant or in a related position. The right person will have a clear sense of the requirements and abilities of a great Secretary, and feel that they are a natural fit for this role.

This role offers the opportunity to work in a supportive environment with unique and significant professional growth and development opportunities due to its proximity to Daniel.

Position reports to:

The Secretary will report to the Founder and Executive Director, Daniel Schmachtenberger, have dotted line reporting to the COO, Mia Grable, and play a key support role for Daniel.

Responsibilities:







Co-work with Daniel:

- Track follow-ups and context from calls and meetings - route communications as needed, create project specs as needed.
- Help find documents, contacts, resources, and troubleshoot tech needs in real-time.
- Take notes on thoughts that need to be captured that arise during deep work so he can stay on track but they don't get lost (live GTD support).
- Help ensure he can complete timely deep work and play intercept for inbounds while he's doing that - and that the completed work gets sent where it's needed.
- Help make sure he has the most current mission control and deadline info in front of him when choosing what pieces of work to do.
- Relay timely messages from the team to him.
- Help with time tracking, so that meetings start on time with time for preparation.
- While he's in deep work, be there to be responsive and supportive as needed while doing other work simultaneously.

Tracking:

- Get documents, call recordings, and other follow-ups from meetings and calls to the people they need to get to.
- Create summaries of activities and get them to the COO.
- Track the things Daniel did with context on why and follow-ups, and the things he said he wanted to do that need to be scheduled or stored for later follow-up.
- Get info from Chief of Staff (COS)/ Executive Assistant (EA) and COO (and other colleagues engaging in co-work) of his activities when they are with Daniel. Follow up with him to get summaries of work he does while alone (using Asana, the calendar, sent emails, etc to prompt follow up questions) ensuring to integrate all work done in one place.
- Chunk activities into work buckets to track the time going to each area. Ask clarifying questions about what could be considered complete, a sharable piece of progress, what is internal only, etc.



- Track which personal time buckets are getting under-tended to and to which projects he's a bottleneck.   
- Working with COO and COS/EA:
 - Ask which things were not great uses of time and which were most important.
 - Ask which things can be handed off to others and take suggestions.   
 - Ask/suggest what could be deprioritized or pushed off for later.
- Get info from COO and team leads about what they have accomplished to incorporate into success reports.

Messaging:

- Check emails, (personal and org) and messages from other platforms, star and discuss important ones.
 - Track the types and amounts of communication that occur in different messaging platforms - try to help migrate communications to other people and preferred platforms.
 - Monitor Daniel's LinkedIn inbox and direct messages as appropriate to team members.

Report Generation:

Create quarterly reports on the work Daniel has done, and work with the COO and department leads to create success reports for the Civilization Research Institute team as a whole.

This role is ideal for you if you:

- Identify your highest values as being closely aligned with those of Daniel's and the Civilization Research Institute.
- Embrace working in a mission-driven nonprofit, start-up on vitally important challenges.
- Enjoy and feel fulfilled by, and are naturally good at the types of tasks and work involved.
- Have a friendly disposition and are a good personality fit with Daniel.
- Are often described by others as being trustworthy, loyal, supportive, detail-oriented, organized, personable, stable, high integrity, honest, and a good communicator.
- Possess a good combo of interpersonal/empathic skills and organizational/analytical skills.
- Can do interpersonal communication in person and writing well. Pick

up on unsaid things and can communicate with nuance, attunement, and discretion. Track what's NOT being said just as much as what IS being said.

- Have emotional maturity, low conflict orientation, and LOVE being in support positions.

The experience, knowledge, and/or skills you'll need to succeed:

- Have served as a high-level Executive Assistant, or equivalent such as a Detachment Executive Officer (XO), Senior Secretary, Liaison or Ambassador, Department/Program Lead, or Campaign Manager.
- Educational background may include university education and/or self-directed/career experience.
- Can work with Google Docs, Asana, spreadsheets, a CRM, LinkedIn, and other basic communication technologies.
- Have worked in startups, disaster work, or other fast-moving and unstructured environments.

'Nice to haves' include:

- Deep familiarity with Daniel's publicly available work and have a working understanding of the metacrisis.
- Domain knowledge including a philosophy and/or psychology background.
- Strong relationship management/network engagement skills.
- Have experience coaching people.
- Have engaged in productivity training.

Additional Information

Over the last three years, the Civilization Research Institute has produced the Consilience Project as its primary publication, which has focused mostly on issues of public sensemaking. We are currently working on a range of high-impact projects across our focus areas of catastrophic risk mitigation, collective intelligence, and improving institutions.

Our people are what make us unique in the field of global catastrophic risk. It's important to us that our ways of working and compensation practices align with our values and enhance our ability to attract and retain great people.

Trial:

This is a Full-Time, Trial to Hire position. The majority of full-time team members are brought into the Civilization Research Institute via the Trial to Hire process. Our intention with the Trial is to enable both the candidate and the Civilization Research Institute to assess mutual fit in ways that aren't possible through even the most thorough interview process. At the end of the Trial period, a decision is made to either 1) Offer a permanent role within the Civilization research Institute 2) Offer a transition to a role with

a network partner 3) Conclude the Trial and affiliation with the Civilization Research Institute.

Compensation:

The starting compensation will be competitive and depend on a variety of factors that may include but are not limited to experience, education, training, certification, and location. We do not currently cap salary ranges because we value staff staying in their roles over time.

Benefits:

Upon completion of the Trial period, if offered a full-time role, we will offer comprehensive, flexible, and competitive benefits that support the personal health, wellness, and finances of our team members and their families.

As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.

About the Civilization Research Institute:

The Civilization Research Institute works to support the emergence of a mature global civilization capable of wisely stewarding the unprecedented power of exponential technologies, in concert with an enduringly healthy biosphere, while avoiding the twin failure modes of catastrophes and dystopias.

The essence of the Civilization Research Institute's work is the development of a set of criteria for a global civilization wise enough to steward the power that our narrow intelligence has created. Our work aims to bring such a future into being.