

POSITION DESCRIPTION

Chief of Staff to Project Veritas CEO

SUMMARY

The role of Chief of Staff to the Project Veritas CEO is ideal for someone with the ability to lead multiple projects, simultaneously, in a very fast-paced and dynamic environment. A can-do and problem-solving attitude is required along with the ability to enjoy being 'on-call' for the CEO. and to speak with his voice and work under his direction.

THE VERITAS MISSION

The Project Veritas mission is to investigate and expose fraud, corruption, dishonesty, self-dealing, waste, and other misconduct in both public and private institutions such that it creates a wave of critical mass to compel total reform. In short, we are a catalyst for a more just, ethical and transparent society. A commitment to the Project Veritas mission is an absolute requirement. Please carefully review our website, published stories and interviews with our founder and CEO, James O'Keefe to become familiar with the elements of our mission.

RESPONSIBILITIES

On behalf of the CEO and on his authority, provide support in the prioritization and the execution of major and minor projects across the business. Must be able to be conversant with a wide diversity of issues, challenges and ongoing initiatives, in order to track progress and report to the CEO.

- Tracking and monitoring of weekly, quarterly and annual goals set by the leadership
- Monitor all active projects and initiatives and keep the CEO abreast of progress and challenges
- Facilitate collaboration among and between various departments
- Maintain effective working relationships across the organization
- Act as a human resource listening post to assist the CEO in anticipating and addressing the needs of the organization and the people in it
- Create meeting summaries for the CEO when he is absent
- Travel with the CEO to conferences, speaking events and meetings.

SKILLS AND ATTRIBUTES

- Proven and positive interpersonal skills including the ability to develop and sustain relationships at all levels of the organization.
- Strong, genuine affinity for our mission, vision and values.
- Ability to learn quickly and work proactively with minimal direction.
- Attention to detail and accuracy that ensures error-free work.
- Ability to work well under pressure and adapt to changing circumstances.
- A willingness and ability to work full days and to be on call most other times.

- Must be willing and able to travel on short notice and some weekends.

EXPERIENCE

- A college degree in Communications, Business or Public Administration, or a related field.
- Project management education/experience is a plus, but not a requirement.
- Experience working with executive corporate or political leadership desired.