



Job Title: Executive Support Specialist

Reports To: Chief Executive Officer

Location: Baltimore, MD

Employment Type: Full Time

Compensation: Commensurate with experience

About UpSkill etc.:

UpSkill etc. is a women-led, minority-owned human capital firm specializing in capacity building, training, and community development. Our mission is to empower individuals, teams, and communities by delivering culturally responsive, data-driven learning experiences. We work across the public and private sectors to build sustainable career pathways, enhance self-sufficiency, and spark transformational growth.

Position Summary:

The **Executive Support Specialist – C-Suite** is a highly trusted and dynamic role that blends strategic executive support with high-level administrative coordination and occasional personal assistance. This position directly supports the CEO and executive leadership by managing calendars, coordinating meetings, preparing materials, streamlining operations, and ensuring organizational priorities are met with excellence.

The ideal candidate is **organized, proactive, coachable, and adaptable**, thriving in fast-paced environments and able to shift seamlessly between formal engagements and behind-the-scenes logistics. One day may involve preparing the CEO for a high-profile meeting with state leadership, while another may require coordinating personal errands or assisting with family-related logistics. This individual must be polished, professional, and grounded in discretion—able to represent UpSkill with confidence, warmth, and cultural humility.

Key Responsibilities:

- Provide direct, high-level administrative and logistical support to the CEO and executive leadership team
- Manage complex calendars, travel arrangements, and scheduling needs across multiple time zones
- Prepare presentations, reports, talking points, and briefing materials for key meetings and events
- Track action items and organizational priorities to ensure timely follow-through
- Coordinate logistics for board meetings, partner events, and internal initiatives
- Serve as a liaison to internal teams and external stakeholders, including public officials and community leaders
- Support occasional personal and family-related logistics to ensure executive availability and

balance

- Maintain confidentiality and professionalism at all times
 - Represent the executive office with diplomacy, responsiveness, and professionalism
-

Preferred Qualifications:

- 3+ years supporting senior or C-suite executives in a high-performance environment
 - Strong communication, time management, and problem-solving skills
 - Demonstrated ability to manage competing priorities under pressure
 - Highly professional with sound judgment, tact, and emotional intelligence
 - Tech-savvy and comfortable with Google Workspace, Zoom, and project management tools
 - Experience in nonprofit, government, or community development settings preferred
 - Bilingual (Spanish, French, Amharic, or other) a plus
 - Familiarity with DEI and trauma-informed practices is a plus
-

Personal Attributes:

- Poised and articulate, with the ability to interact effectively at all levels—from government officials to community members
 - Flexible and unflappable, with a “no task too small” mindset
 - Discreet and trustworthy, especially when handling sensitive or confidential matters
 - Self-starter with a collaborative spirit and strong follow-through
 - Must have a valid driver’s license and **reliable personal vehicle**
-

Schedule & Commitment:

- Availability required during standard business hours, with flexibility for occasional evenings and weekends
- Hybrid role with a blend of virtual and in-person responsibilities
- Travel may be required for events, meetings, or special projects—including both in-state and out-of-state locations as needed
- Must be comfortable managing shifting priorities in both remote and on-the-ground environments

To Apply:

Please send your resume and a brief cover letter (or video introduction) that highlights your experience supporting executive leaders and your ability to thrive in dynamic environments to admin@upskilletc.com. Include “Executive Support Specialist Application” in the subject line.



RFP NUMBER: B-2012-24

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]

Approval of Appointing Authority

Date