



Executive Assistant Short Response Questions

1. The Executive Assistant will play an active, critical role in the internal workings of an evolving nonprofit organization. What excites you about this opportunity and how might this experience in nonprofit management help you on your career path?
2. Which two elements or skills of your previous professional experience have positioned you to be a highly effective contributor to SSC's amazing team as Executive Assistant? How will those elements contribute to your success and the success of SSC?
3. High tide or low tide? Why?