

SUNSTONE MANAGEMENT FELLOWSHIP

REPORTING DIRECTLY TO THE CEO

Sunstone Management Inc.

Updated: October 17, 2022

Sunstone Management Inc., a diversified private equity investment partnership located in Southern California is seeking to hire a part-time position for the role of “Sunstone Management Fellow”, for a 6-month period between January 1st and June 30th, reporting directly to the Administrative Assistant to the CEO & CEO, including the following duties:

- Provide excellent, energetic, front-line customer service including front desk, phone, email, and in-person interactions (and follow-up communications), with Sunstone Management clients, customers, staff, and partners.
- Manage the Sunstone Management office calendar, including opening (9:00 am) and closing (5:00 pm) the office headquarters daily, restocking office and food supplies, preparing conference rooms for meetings, and supporting special events.
- Provide administrative assistance such as collecting mail and maintaining a detail postal log, parking validation, writing and editing emails, drafting memos, and preparing communications for the Administrative Assistant and CEO..
- Coordinate and implement special events to promote a joyful, productive, and energetic Sunstone Community culture.
- Organize and note take for meetings, including scheduling, sending reminders, writing and sending meeting minutes, and organizing catering when necessary.
- Develop and maintain filing databases including but not limited to labeling and updating paper/digital files and put files, digital or paper, into their proper locations.
- Gather and organize files and documents for coworkers’ use, such as for reports.
- Provide administrative and logistical support for events & meetings including staff meetings, senior team meetings, Education Series Programs, Open House, and off-site events when necessary. This includes managing all aspects including vendor selection, catering, audiovisual, and other logistics.
- Handle confidential information with absolute discretion.
- Provide administrative and logistical support with associate onboarding/offboarding.
- Update spreadsheets, diagrams, Gantt charts, flow charts, and process maps to document project needs.
- Create and maintain comprehensive policies and procedures documentation.
- Perform other related duties as assigned.

Special Projects

- Assist the CEO with strategic business development research regarding goods and services provided by Sunstone Management.
- Conduct original research and analysis and make recommendations about early-stage venture capital investment best practices and innovative solutions.



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- Prepare weekly presentations to the CEO and other senior leadership in PowerPoint and other applications.

Development

- Use and continually develop leadership skills.
- (2) Quarterly performance reviews to develop career and training plan.
- Eligible for executive mentoring program.
- Attend conferences and training as required to expand proficiency.

Desired Qualifications

- Solid organizational skills including attention to detail and multitasking skills.
- Excellent written and oral communication skills.
- Demonstrated ability to succeed with limited supervision.
- Proficiency in Outlook
- Proficient in organizing/running meetings via Zoom and/or Microsoft Team Meetings
- Record of success as part of a team or group effort.
- Must be able to operate in a stressful, deadline-driven environment while still maintaining strict attention to detail and the ability to prioritize issues appropriately.
- Proficient in PowerPoint and presentation software.
- Proficient in MS Office Suite

Educational Requirements

- BA/BS from an accredited University of College or 3 years' experience supporting an executive team preferred while working towards BA/BS degree completion.
- Ability to work in-person, up to (5) days a week between the hours of 9:00 am to 5:00 pm daily, from our Corporate Headquarters at Airport Towers, Irvine, CA.
- Ability to travel within Southern California for special events a plus (mileage reimbursement provided).

Salary

- \$24 per hour

Email

- Fellowship@sunstoneinvestment.com

Sunstone Management Inc.

Office: 949-771-1764 | Fax: 562-449-0079
18881 Von Karman Avenue, Irvine, CA 92612
WWW.SUNSTONEINVESTMENT.COM