

Executive Assistant

KareTeam · Hybrid Role, based in Colorado Springs. Need to be in office 2 days per week.

Full-time · Salary + Equity. \$45,000-65,000

Position open · October 22, 2026 through January 30, 2027 ... or until successful hire.

About KareTeam

Most people want to age at home. Few families know whether that's realistic, or what it would take. KareTeam is a venture-backed AI software company that answers those questions for hospitals, home care and home health agencies, and aging consultants. **KareTeam Calculator** assesses whether aging at home is safe and workable. **KareTeam Plan** turns that answer into a practical age-in-place plan. **KareTeam Connect** activates the plan by bringing family and friends in to help and offering ongoing recommendations as needs change. Our products are unique in the market, and we're growing fast.

The Role

Our CEO's time is one of KareTeam's most valuable resources, and we're looking for the person who helps make the most of it. As our Executive Assistant, you'll keep the CEO organized, prepared, and focused on what matters most: customers, investors, and building the team. This role will also provide limited support to other senior leaders as available.

This is a hands-on role at a fast-moving startup. One day you're juggling a packed calendar across three time zones. The next you're preparing a board meeting, booking travel for a conference, or making sure a new partner gets a great first impression. You'll see how a startup is built from the inside, and you'll have the chance to grow your role as the company grows.

What You'll Do

- **Own the calendar.** Manage the CEO's schedule, prioritize requests, and protect time for the work that matters most.
- **Keep communication flowing.** Triage the CEO's inbox, draft correspondence, and make sure nothing important slips through the cracks.
- **Make meetings count.** Prepare agendas, briefing materials, and follow-up notes for customer, investor, and team meetings.
- **Support the board and investors.** Coordinate board meetings and investor updates, including scheduling, materials, logistics, and minutes.
- **Handle travel and events.** Book and manage travel, and coordinate logistics for conferences, customer visits, and team gatherings.
- **Keep records in order.** Maintain organized files, contacts, and documents, and help track key deadlines and commitments.
- **Be a great first impression.** Serve as a professional, warm point of contact for customers, partners, investors, and candidates.
- **Pitch in wherever needed.** Support special projects, recruiting coordination, and the day-to-day tasks that keep a startup moving.

What You Bring

- 2–5+ years of experience as an executive assistant, administrative assistant, or in a similar support role, ideally supporting a senior leader
- Exceptional organization and attention to detail; you catch the typo, the double-booking, and the missing attachment
- Clear, polished written and verbal communication
- Sound judgment and discretion with confidential information
- The ability to anticipate needs and solve problems before they reach the CEO
- Comfort with Google Workspace, scheduling tools, and video meeting platforms, and a quick ability to learn new software
- Calm under pressure, flexibility when priorities shift, and a sense of humor
- Real interest in our mission of helping older adults live safely and well at home

Bonus Points

- Experience at an early-stage startup or supporting a founder or CEO
- Background in aging services, home care, home health, senior living, or healthcare
- Experience coordinating board meetings or investor relations
- Familiarity with CRM tools or basic bookkeeping
- Comfort using AI tools to work faster and smarter

Why Join Us

- **Meaningful work.** Help families through one of life’s hardest transitions. KareTeam is a for-profit, for-impact company working to make aging better for older adults, their families, and those who care for them.
- **A front-row seat.** Work alongside a seasoned startup CEO and see how a company is built from the inside.
- **Room to grow.** As KareTeam scales, your role can grow with it.
- **Equity.** Share in the success you help create.
- **Benefits.** Unlimited vacation: we work hard, and we expect you to rest so you can keep doing your best work. Flexible schedules focused on results, not hours.

To Apply

We know great candidates sometimes hold back if they don’t check every box. If this role excites you, we’d love to hear from you. Just email us a cover letter, resume, LinkedIn, and anything else you think we should know to: info@kareteam.com.

And yes, we’re an AI company, but a person, not a bot, will read every application. At this stage, we’re looking for the right match.

KareTeam is an equal opportunity employer. We welcome applicants of all backgrounds, ages, and experiences.