



Cornerstone Executive Search has been exclusively retained by City Lifestyle to conduct their search for a new Executive Assistant to the CEO.



EXECUTIVE ASSISTANT TO THE CEO

City Lifestyle

Fast Facts

- **Company Snapshot:** City Lifestyle is a lifestyle media company built around community stories, city-specific publications, and business partnerships.
- **Scope:** Approximately 100 employees & 240 magazine locations
- **Position:** Executive Assistant to the CEO
- **Reports To:** CEO
- **Location:** Kansas City, Missouri
- **Key Focus:** Trusted partner to the CEO, priority management, operational coordination & travel logistics
- **Credibility:** City Lifestyle reports an average monthly circulation of 2 million, an impressive 82% read rate, and more than 6.5 million monthly readers, giving the company meaningful national reach while staying rooted in local storytelling and community connection.

The Organization

City Lifestyle is a national network of local lifestyle publications built around community storytelling. The company partners with passionate local owners and leaders to highlight each city's unique beauty and spirit, helping residents find inspiration in their own backyards.

What began as a single magazine has grown into a network of local editions across the country, with a mission of inspiring pride in where people live and building bridges between people, businesses, and the places they call home.

The Opportunity

City Lifestyle is seeking a highly organized, proactive, and detail-oriented Executive Assistant to serve as a trusted partner to the CEO. This individual will act as the operational backbone of the executive office, creating structure, ensuring flawless execution, protecting priorities, and helping the CEO operate at the highest level.

The ideal candidate thrives on organization, follow-through, and bringing order to complexity. They take pride in anticipating needs, managing details with precision, maintaining confidentiality, and ensuring that commitments, projects, and priorities move forward seamlessly.

This role combines executive support, project coordination, and operational execution, requiring exceptional judgment, professionalism, and a commitment to excellence.

Key Responsibilities

Executive Partnership & Priority Management

- Serve as a trusted strategic partner to the CEO, helping protect time, focus, and priorities.
- Own calendar management and scheduling with a high degree of accuracy and foresight.
- Anticipate conflicts, competing priorities, and potential obstacles before they arise.
- Ensure the CEO is prepared, informed, and positioned for success in every meeting, event, and engagement.
- Act as a gatekeeper and coordinator for executive communications and commitments.

Operational Excellence

- Create and maintain systems that improve organization, communication, and execution.
- Establish workflows, tracking mechanisms, and follow-up processes to ensure nothing falls through the cracks.
- Coordinate projects and initiatives across departments while maintaining accountability and momentum.
- Manage multiple priorities simultaneously while maintaining exceptional attention to detail.
- Bring structure and consistency to recurring business and personal responsibilities.

Travel & Logistics

- Coordinate complex travel arrangements and itineraries with precision and attention to detail.
- Ensure seamless execution of all travel logistics, schedules, and supporting materials.
- Anticipate travel-related issues and proactively resolve them before they impact schedules.

Confidential Support

- Handle sensitive personal and business matters with professionalism, discretion, and sound judgment.
- Serve as a trusted confidant capable of managing confidential information and executive-level communications.

Qualifications

Required Experience

- 7+ years supporting a CEO, Founder, President, Owner, or other senior executive.
- Exceptional organizational, planning, and project coordination skills.
- Proven ability to manage competing priorities while maintaining accuracy and attention to detail.
- Strong systems orientation and ability to create efficient processes.
- Demonstrated track record of follow-through, accountability, and execution.
- Excellent written and verbal communication skills.
- High level of professionalism, discretion, and integrity.

Preferred Experience

- Experience supporting founders, entrepreneurs, family offices, wealth management executives, or owner-led businesses.
- Experience coordinating board meetings, leadership meetings, or executive-level projects.
- Strong proficiency with Google Workspace and project-tracking tools.

Key Success Metrics

- CEO calendar, time, and priorities are protected, prepared, and executed with accuracy.
- Meetings, communications, travel, and follow-up are anticipated and managed without surprises.
- Projects and commitments move forward with consistent accountability and timely communication.
- Confidential personal and business matters are handled with discretion and sound judgment.
- Systems and workflows create clarity, consistency, and confidence for the executive office.

Additional Expectations

- Maintain a service-minded, professional presence in all interactions.
- Exercise strong judgment in fast-moving, confidential, or ambiguous situations.
- Bring calm, structure, and follow-through to the CEO's daily priorities.
- Communicate proactively across internal and external stakeholders.
- Demonstrate integrity, reliability, and ownership in every detail.

About Cornerstone Executive Search

Cornerstone Executive Search is a leading retained executive search firm that helps great companies recruit great people. For more than 40 years, our firm has excelled in serving our client companies with executive talent acquisition, leadership development and career transition services in Kansas City and across the Central Midwest region of the United States. Our firm has successfully completed more than 1,600 retained executive search assignments for C-suite, President, Vice President, Director and Management-level positions. To inquire about how Cornerstone Executive Search can serve your executive talent acquisition needs, please [click here](#) to visit our website.

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