

# POINT OF CONTACT

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## *Personal Support & Mission Gateway*

JAG Global Network • Position Description • February 2026

### PURPOSE OF THIS ROLE

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The Point of Contact (POC) serves as the Founder's primary support person and the gateway between the Founder and the outside world. This role is about protecting the Founder's energy, managing his time, and ensuring he can focus on the mission work that only he can do.

Unlike the Chief of Staff (who manages operations), the POC is focused on the Founder personally — his wellbeing, his schedule, his immediate needs, and filtering all incoming requests. After 13 years of building this architecture solo, the Founder needs one person looking after him so he can look after the world.

### CORE RESPONSIBILITIES

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#### 1. Personal Guardian

- Look after the Founder's physical and emotional wellbeing
- Ensure he eats, rests, and maintains health during intense work periods
- Provide human connection and support during the mission
- Be a trusted presence he can rely on daily

#### 2. Gatekeeper

- Receive and filter all incoming requests, messages, and communications
- Determine what reaches the Founder and what can be handled by others
- Protect from energy drains, distractions, and non-essential demands
- Say "no" on the Founder's behalf when necessary

#### 3. Communication Hub

- Be the single point of contact for anyone trying to reach the Founder
- Route requests appropriately (to Chief of Staff, volunteers, or directly to Founder)
- Maintain communication logs and follow-up systems
- Draft and send communications on the Founder's behalf when appropriate

#### 4. Priority Manager

- Help the Founder stay focused on highest-priority work
- Organize his day/week around mission-critical tasks
- Remind him of commitments, deadlines, and priorities
- Push back when he's taking on too much

#### 5. Practical Support

- Handle immediate practical needs (errands, logistics, appointments)
- Manage calendar and scheduling
- Coordinate travel and logistics when needed
- Solve immediate problems so the Founder can stay focused

## REQUEST ROUTING PROTOCOL

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Type of Request	Route To
Vision/strategy questions	Founder directly
Major partnership/investor inquiries	Founder directly
Media/interview requests	Founder directly (after screening)
Operational questions	Chief of Staff
Volunteer inquiries	Volunteer Coordinator / Chief of Staff
General questions about books/program	FAQ / Website / Support team
Energy drains / distractions	Politely decline or defer

## REQUIRED QUALITIES

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- Loyal and trustworthy — the Founder must be able to trust this person completely
- Protective — willing to be a shield between the Founder and the world
- Organized — can manage communications, calendar, priorities
- Emotionally intelligent — reads situations, knows when to push or back off
- Mission-aligned — understands and believes in the work
- Strong communication (written and verbal)
- Basic tech proficiency (email, Notion, Google Workspace)
- Comfortable being “the bad guy” when needed to protect the Founder’s time

## HELPFUL BUT NOT REQUIRED

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- Experience as an executive assistant or personal assistant
- Background in mission-driven or nonprofit organizations
- Understanding of spiritual or consciousness-based work
- Proximity to Minnesota (or willingness to be available remotely)

## COMPENSATION

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### Initial Phase

- May be volunteer/mission-based initially

- Equity and founding team status

### **Post-funding**

- Competitive salary
- Potential for living support if co-located with Founder

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### **TO EXPRESS INTEREST**

Email: jag132013@gmail.com

Subject: Point of Contact — Application



**JAG Global Network**

*The Architecture of Ascension*