



**JOB TITLE:** Executive Assistant  
**SCOPE:** Full-Time  
**SUPERVISION:** Reports to President & CEO

## About DOORWAYS

DOORWAYS is a nationally recognized interfaith non-profit dedicated to empowering clients to overcome poverty, HIV, and homelessness. As a bi-state agency, we serve nearly 3,000 clients annually. With the recent opening of our innovative 3-acre Jefferson Ave. Campus, we are poised to expand our services and elevate the organization to new heights.

This is an opportunity to work in a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more.

## Position Summary

The Executive Assistant provides comprehensive administrative support to the President & CEO and the Senior Leadership Team (SLT). The dynamic nature of this role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate the CEO/SLT needs. This position maintains a lot of independence and exposure to the inner workings of the agency. The ideal candidate is highly organized, adaptable, and exhibits superior communication skills. Discretion, attention to detail, and the ability to manage sensitive information are essential. The candidate must pass a background check, drug test, and TB test.

## Key Responsibilities

- **Administrative Support:** Assist the President & CEO and SLT with scheduling, appointments, travel arrangements, and preparation of materials (e.g., PowerPoint presentations, board reports). Compose correspondence, monitor time-sensitive priorities, while ensuring proper follow-up. Provides support for various initiatives and other leadership as directed.
- **Board Liaison:** Serve as the primary point of contact for the Board of Directors, managing communications, meeting logistics, and minutes.
- **Event Coordination:** Support board meetings, legislative visits, and special events.
- **Backup Support:** Provide assistance with technology and office management as needed.



## **Qualifications**

- Minimum three years of experience with proven interpersonal skills while providing complex administrative support with tact and diplomacy.
- Bachelor's degree or equivalent experience.
- Exceptional writing, editing, and proofreading skills.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook).
- Excellent organization and time-management skills.
- Ability to work across teams and with a variety of projects and constituencies.
- Strong commitment to serving diverse populations, particularly those affected by HIV/AIDS.
- Reliable transportation for off-site meetings and errands.

## **Working Conditions**

DOORWAYS offers a flexible work schedule, with official office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday.

## **Physical Requirements**

This role requires extended periods of computer work, including typing and reading.

## **Acknowledgment**

This job description outlines key duties but is not exhaustive. Employment at DOORWAYS is at-will, and responsibilities may evolve.

*DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.*