Executive Administrative Manager

The Women's Center helps women, men, and children overcome violence, crisis, and poverty. We're seeking an **Executive Administrative Manager** to support the President and CEO and serve as the primary administrative liaison to The Women's Center Board of Directors, The Women's Center Foundation Board of Directors, and their committees.

You'll help keep the executive office and both boards organized and work with Business Operations and vendors to coordinate approved IT and audiovisual projects across departments. You'll make routine decisions within your assigned authority, keep staff and leadership informed, and use sound judgment about when to involve others.

Key Duties and Responsibilities

- Coordinate Board and committee meetings. Manage schedules and logistics, prepare and distribute meeting materials, record minutes, and follow up on action items. Maintain governance records and deadlines and support Board member onboarding.
- Support the executive office. Manage incoming communications and requests, respond to routine matters, route priority items promptly, prepare correspondence and presentations, and maintain confidential records.
- Coordinate IT and audiovisual projects. Serve as the main contact between staff and vendors. Work with Business Operations to track deadlines and vendor deliverables, follow issues through resolution, and bring decisions about scope, spending, or risk to the appropriate leader.
- Keep staff and meeting technology ready to use. Coordinate staff training and equipment setup, troubleshoot routine meeting technology issues, and communicate service interruptions and system changes.
- Support day-to-day office needs. Coordinate facility-use requests from community partners, provide scheduled front desk lunch coverage, and serve as backup for reception as needed.

Required Qualifications

- Four or more years of progressively responsible experience in executive support, administrative coordination, office operations, project coordination, or a related role.
- Hands-on experience coordinating IT or audiovisual projects or support requests, including working with a vendor or internal IT team, tracking issues through resolution, and communicating updates to staff and leadership.
- Working knowledge of Microsoft 365, virtual meeting platforms, and common meeting-room audiovisual equipment. Candidates may demonstrate this knowledge through a relevant certification, formal technical training, or comparable hands-on experience.
- Ability to troubleshoot routine technology issues and determine when to involve the technology provider or leadership.
- Strong written and verbal communication, attention to detail, and the ability to manage competing deadlines and handle confidential information with discretion.

Preferred Education and Experience

- Bachelor's degree in business administration, communications, information systems, project management, or a related field.
- Experience supporting senior executives and coordinating Board or committee meetings.

Schedule and Work Requirements

This is a full-time, salaried position with no direct reports. Typical hours are Monday through Friday, 8 a.m. to 5 p.m. Some evening and occasional weekend work may be required. Travel is primarily local. The role includes meeting and event setup and occasional lifting of up to 15 pounds.

How to Apply

Email your resume, cover letter, and salary requirements to brios@wctc.org.

NO PHONE CALLS PLEASE

The Women's Center is committed to maintaining an environment which is free of harassment, discrimination, or retaliation on the basis of race, color, religion, sex, age, disability, or any other status protected by federal, state, or local laws. Accordingly, all Center employees are responsible for complying with this non-discrimination policy in the conduct of their jobs.