



Job Description: Executive & Operations Assistant

Location: Atlanta, Georgia

Reports to: Executive Director

Positions Reporting to this Position: None

About Barred Business

Barred Business' mission is to heal, resource, and build power for and with justice-impacted people, their families, and communities. We do this by engaging in organizing, policy advocacy, and civic engagement.

Position Overview

Barred Business seeks a highly organized and proactive Executive Assistant to provide critical support to the Executive Director. This role will manage complex schedules, facilitate communication, coordinate meetings and events, and ensure operational efficiency.

The Executive Assistant will play a key role in streamlining administrative processes, managing high-volume email correspondence, and supporting the leadership team. This position requires a high level of professionalism, discretion, and the ability to thrive in a fast-paced environment. The ideal candidate is detail-oriented, highly efficient, and comfortable handling multiple priorities.

Responsibilities:

Calendar & Schedule Management

- Efficiently manage and prioritize the Executive Director's calendar to optimize productivity.
- Schedule and coordinate meetings, events, and appointments with internal and external stakeholders.
- Ensure all deadlines, key projects, and priorities are tracked and addressed.

Email & Communication Management

- Handle and organize high-volume email correspondence, ensuring prompt responses and prioritization.



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- Act as a liaison between the Executive Director, staff, partners, and external stakeholders.
 - Draft, review, and send communications on behalf of the Executive Director.

Meeting Coordination & Follow-up

- Prepare agendas, presentations, and necessary documents for meetings.
- Attend and take meeting minutes, ensuring timely follow-ups on action items.
- Track progress on tasks assigned to the Executive Director and team and send reminders as needed.

Travel & Logistics Coordination

- Plan and coordinate complex travel itineraries for the Executive Director, including flights, accommodations, and transportation.
- Ensure seamless travel arrangements that align with business needs and Executive Director preferences.
- Prepare detailed itineraries and trip summaries for the Executive Director.

Document & Information Management

- Organize, maintain, and manage confidential records, reports, and documentation.
- Prepare and edit documents, spreadsheets, and presentations as required.
- Conduct research to provide critical information for decision-making.

Task & Workflow Management

- Assist in project management, tracking progress, and ensuring deadlines are met.
- Manage and prioritize daily administrative tasks to ensure the Executive Director can focus on high-impact work.
- Identify efficiency improvements in office operations and executive workflow.

Office & Administrative Support

- Oversee office operations directly supporting the executive director, including supplies, equipment, and vendor coordination.
- Work collaboratively with other administrative and support staff to ensure smooth operations.
- Proactively identify **opportunities to improve organizational efficiency** and cost-effectiveness.

Google Suite & Technology Proficiency

- Utilize Google Drive, Google Docs, Google Sheets, Google Calendar, and other digital tools for scheduling, document management, and collaboration.



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- Maintain strong technical proficiency to support virtual meetings, presentations, and online collaboration.

Additional duties as required.

Qualifications:

- Bachelor's degree or equivalent work experience.
- Minimum 5 years of experience as an Executive Assistant or in a similar high-level administrative or operations role.
- Exceptional organizational and time-management skills to juggle multiple priorities efficiently.
- Proficiency in Google Suite (Docs, Sheets, Calendar, Drive) and office software (Microsoft Office).
- Strong email management skills, with the ability to handle a high volume of correspondence.
- Excellent written and verbal communication skills for professional interactions.
- Ability to work independently and manage competing priorities in a fast-paced, high-pressure environment.
- High level of discretion and confidentiality when handling sensitive information.
- Problem-solving mindset, adaptability, and ability to work with minimal supervision.
- Comfortable working some evenings and weekends as needed for executive and organizational support.

Skills:

- Creative problem-solving and innovation
- Communication skills
- Time management
- A growth mindset
- Emotional intelligence
- Collaboration
- Adaptability
- Active listening
- Leadership
- Team player
- Ability to be flexible and open
- Ability and willingness to travel, work evenings and weekends when required



Salary and Benefits:

- Competitive salary based on experience.
 - Comprehensive health, dental, and vision coverage.
 - Generous paid time off and flexible work arrangements.
 - Opportunities for professional development and training.
 - A supportive and collaborative work environment.
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How to Apply:

Submit your **resume and cover letter** to hr@barredbusiness.org with the subject line "**Executive Assistant Application - [Your Name].**"

We strongly encourage **justice-impacted individuals** and candidates from **diverse backgrounds** to apply.

Barred Business is an **equal opportunity employer** committed to **diversity, equity, and inclusion**. We welcome applications from **justice-impacted individuals, LGBTQIA+ people, people of color, and other marginalized communities**.

Learn more about our work at <https://www.barredbusiness.org>.
