



WOMEN'S RESOURCE CENTER  
STRATEGIES FOR WORK. SKILLS FOR LIFE.

## **JOB DESCRIPTION**

**POSITION TITLE:** Executive Assistant to CEO / Office Manager

**POSITION TYPE:** Full Time

**REPORTS TO:** Chief Executive Officer

**POSITION STATUS:** Exempt, Salaried, Full-time

**SALARY RANGE:** \$55,000 - \$60,000 (Commensurate with experience)

## **WRC's Mission**

The Women's Resource Center has assisted women to explore, develop and expand their employment opportunities for over 50 years. Our Mission: To equip women to achieve purpose, fulfillment and financial stability through meaningful employment.

## **Position Overview**

The Women's Resource Center (WRC) is seeking a highly organized, proactive professional to support our CEO while managing day-to-day office operations. This is a key role at the center of our organization, ideal for someone who thrives in a fast-paced, mission-driven environment.

## **Key Responsibilities**

- Provide high-level support to the CEO (calendar, meetings, communications)
- Manage office operations, systems, and vendors (IT, finance, insurance)
- Oversee HR administration (onboarding, benefits, payroll coordination, personnel records)
- Support board/committee meetings (agendas, minutes, records)
- Assist with budgeting, reporting, and compliance filings
- Lead projects, improve processes, and keep operations running smoothly
- Perform other duties as assigned

## **Qualifications**

- 3+ years in office/business management (nonprofit preferred)

- Strong organizational and multitasking skills
- Experience with HR, bookkeeping, and office systems
- Proficiency in Microsoft Excel & Word; database experience a plus
- Excellent communication skills and ability to handle confidential information
- Proactive, detail-oriented, and team-focused
- Bachelor's degree preferred

### **How to Apply**

Submit cover letter and resume (combined) and three professional references to [Operations@grwrc.org](mailto:Operations@grwrc.org) by April 10, 2026.

Applications will be reviewed on a rolling basis. Interviews will begin immediately, and the position may be filled prior to the application deadline.

Applications reviewed on a rolling basis. No phone calls please.