EXECUTIVE ASSISTANT

OPPORTUNITY

Shoes That Fit, an award-winning national non-profit, provides brand new athletic shoes to children in need. The Executive Assistant (EA) is a highly organized and proactive professional who supports the CEO and Chief of Staff in managing day-to-day operations of the executive office.

JOB SUMMARY

This role plays an important part in ensuring that executive leadership is prepared, communication flows efficiently, and administrative processes run smoothly. The EA will handle a wide range of administrative, board-related, and operational tasks, while interacting with board members, donors, and staff. This position requires strong attention to detail, discretion, and the ability to manage multiple priorities in a fast-paced, mission-driven environment.

TYPICAL DUTIES AND RESPONSIBILITIES

Support for CEO and Chief of Staff

- Manage scheduling and calendars for the CEO and Chief of Staff, ensuring efficient coordination of meetings and priorities.
- Prepare meeting agendas, materials, and supporting documents in advance of meetings.
- Draft, proofread, and manage correspondence on behalf of the CEO and Chief of Staff.
- Coordinate travel arrangements, meeting logistics, and expense reimbursements.
- Create presentations, spreadsheets, reports, and other materials as needed.
- Maintain organized digital files, including Outlook and shared records, as directed.
- Support Executive Team administrative needs, including PTO tracking, travel documentation (per diem forms), receipt collection, and timely submission of required materials; maintain organized records and coordinate with internal administrative teams on deadlines and timesheets.

Board & Governance Support

- Coordinate scheduling and logistics for Board and Committee meetings.
- Prepare and distribute Board materials and maintain the Board portal.
- Record and formalize Board meeting minutes and track follow-up on action items.
- Support communication with Board and Advisory Board members, including scheduling regular touchpoints.
- Assist with planning and on-site execution of Board and staff retreats.

Chief of Staff Support

- Support to Chief of Staff's management of Government Relations and key volunteers.
- Provide support for cross-functional projects and internal initiatives as needed.
- Assist with internal meetings, events and logistics.
- Take on additional responsibilities to support the success of the executive office and broader team.
- Provide support for social media team.

Office Operations & Administrative Support

- Provide administrative support for the First Street office, including coordination with vendors and service providers as needed.
- Collect and distribute mail daily, and perform other off-campus errands.
- Coordinate weekly document pickup and transfers between offices.
- Answer and route incoming phone calls in a professional and timely manner.
- Maintain organized filing systems and support general office operations.
- Assist in keeping shared workspaces and administrative systems organized and functional.

QUALIFICATIONS

- Excellent attention to detail, organizational skills and flexibility in managing multiple tasks.
- Ability to keep strict confidentiality of sensitive and private information responsibly.
- Ability to represent organization in a professional and friendly manner.
- Optimistic and proactive approach to work, willing to help out in a variety of capacities across the organization.
- Ability to accommodate occasional early evening meetings (remote or in office), preferred.
- Proficiency in Microsoft Suite (Word, PowerPoint, Excel) and facility with office technology and basic technical issues.
- Experience formatting correspondence professionally.
- Ability to create and format PowerPoint presentations and Excel dashboards, preferred.
- Experience with CRM, Salesforce preferred.
- Social Media experience, preferred.
- Bachelor's degree from four-year college or university and minimum of 3 years' office experience- or equivalent combination of education and experience.
- Ability to drive between two offices, preferred.
- Must be able to remain in a stationary position for 50% of the time.
- Sense of humor and concern for children, required!

HOW TO APPLY

Submit a cover letter indicating your interest in and qualifications for the position, along with your resume, through Indeed.com OR via email to Linda Matthews, Director of Administration, Shoes That Fit, at jobs@shoesthatfit.org.

Posted November 2, 2026

SALARY AND BENEFITS:

Job Type: Full-time, non-exempt

Salary Rate: $55,000-$65,000 per year

Competitive health, vision and dental; generous 403(b) retirement contribution plan with company match; Employee Assistance Program; holidays, vacation and sick time.

Shoes That Fit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.