



Job Title: Administrative Assistant Program Support

Location: Birmingham, AL (Hybrid: remote and on-site)

Type: Part-Time Contractor – 6 months \$2,000/month

Reports To: Executive Director

Organization: Entrepreneurship Center for Growth and Excellence

About the Organization

The Entrepreneurship Center for Growth and Excellence exists to strengthen neighborhood-based economies by supporting small businesses and entrepreneurs in Birmingham. Our work is grounded in listening first—understanding real business needs and responding with practical, data and community-centered solution.

This position will support the EC as part of the Reinvest Birmingham federal grants program.

POSITION SUMMARY

The Administrative Assistant – Program Support provides high-level administrative and program support to the Executive Director and program team of the organization. This role combines executive support — including calendar management, correspondence, and written communications — with program coordination responsibilities, including tracking metrics and reporting requirements for federal grants. The ideal candidate is highly organized, detail-oriented, an excellent writer, and comfortable working with data, reports, and technical systems in a fast-paced nonprofit environment.

KEY RESPONSIBILITIES:

- Manage the Executive Director's (or designated executive's) calendar, including scheduling, prioritizing, and resolving conflicts across internal and external meetings
- Write, draft, edit, and proofread correspondence, letters, memos, and other written communications on behalf of the executive and organization, ensuring a professional and polished tone
- Coordinate logistics for meetings, board sessions, and events, including preparing agendas, materials, and minutes
- Familiar and comfortable with using a computer daily with efficiency and speed
- Follow up on action items, deadlines, and outstanding correspondence resulting from meetings to ensure timely completion
- Screen and route phone calls, emails, and mail; respond to routine inquiries independently.
- Coordinate domestic and, if applicable, international travel arrangement
- Track and coordinate performance metrics, deliverables, and reporting timelines associated with federal and other grant awards



- Assist program staff in compiling data and documentation needed for grant reports, ensuring accuracy and adherence to funder requirements and deadlines
- Maintain organized records of grant compliance documents, correspondence, and reporting submission
- Support the preparation of internal dashboards or summaries tracking progress against grant-funded program goals
- Liaise with program staff and, as appropriate, funder representatives to gather updates and ensure reporting accuracy
- Order and maintain office supplies and manage vendor relationships as needed
- Maintain accurate records, files, and databases using organizational systems (e.g., CRM, grants management software, shared drives)
- Utilize Microsoft Office / Google Workspace (Word, Excel, PowerPoint, or equivalent) to prepare correspondence, reports, spreadsheets, and presentations
- Support data entry, basic data analysis, and formatting of reports and materials for internal and external audiences
- Troubleshoot routine technical or administrative issues and know when to escalate to IT or other support
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REQUIRED EXPERIENCE

- Associate's degree or Bachelor's degree preferred, or equivalent combination of education and experience.
- Discretion in handling confidential and sensitive information
- Minimum of 2–4 years of administrative or executive support experience, ideally within a nonprofit, government, or grant-funded environment
- Excellent written and verbal communication skills, with demonstrated ability to draft clear, professional correspondence
- Strong organizational skills with proven ability to manage multiple priorities, meet deadlines, and maintain attention to detail
- Organization and time management with limited oversight
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and/or Microsoft and Google Workspace
- Experience managing executive calendars and coordinating complex scheduling
- Professionalism & Discretion — represents the executive and organization with sound judgment and confidentiality
- Collaboration — works effectively with program staff, leadership, and external partners



WORKING

- Primarily an office-based role; [note if hybrid/remote flexibility applies].
- Ability to sit for extended periods and use a computer during the majority of the workday
- Occasional travel may be required for meetings or events.
- Ability to lift up to 15–20 lbs (e.g., office supplies, event materials), as needed.

ENVIRONMENT

Interested Candidates Should:

Email all submission to: connect@ecbham.com by August 12, 2026

Subject line: “Applying for Administrative Assistant Program Support and First and Last Name”

Completed Submissions include:

- Resume
- Cover letter
- Links to any relevant community projects or portfolios
- Three professional references