

**Executive Assistant (Part Time, 25 Hours/Week)****Tuskegee Human & Civil Rights Multicultural Center / Fred D. Gray Institute****Primarily Remote • Montgomery, Alabama Preferred • \$30/Hour**

The Tuskegee Human & Civil Rights Multicultural Center seeks a highly organized, mission-aligned Executive Assistant to serve as the primary administrative partner to the Executive Director. This position functions as the operational hub of the Executive Office, ensuring clear communication, disciplined follow-through, and effective coordination across the Center and the Fred D. Gray Institute.

The Executive Director works remotely and travels extensively; therefore, success in this role requires exceptional organization, initiative, responsiveness, and the ability to manage multiple priorities through regular communication via Zoom, email, text, and phone.

The position prioritizes executive support, communications coordination, and donor administration, while collaborating with contractors, consultants, and future staff members responsible for specialized functions such as event coordination, graphic design, and website development.

**Key Responsibilities**

- Serve as the primary administrative partner to the Executive Director, maintaining regular communication and helping ensure timely execution of priorities and commitments
- Draft and manage communications, including emails, correspondence, newsletters, briefing materials, and other written content
- Prepare meeting agendas, document action items, maintain decision records, and monitor follow-through on organizational priorities
- Track projects, deadlines, and commitments across multiple initiatives, helping maintain accountability and organizational momentum
- Maintain communication and provide administrative support for interactions with board members, Fellows, donors, speakers, partners, sponsors, and other key stakeholders
- Digital support, including website updates, social media content, Canva materials, event registration pages, and maintaining consistent organizational messaging and brand identity across platforms

- Coordinate with graphic designers, web developers, and other contractors to support communications, marketing, and program initiatives
- Donor support, including CRM management, constituent records, contact lists, donor acknowledgments, stewardship communications, donor cultivation activities, and donor reports
- Support communications and engagement efforts related to the Fred D. Gray Institute Partners Program and other donor engagement initiatives
- Assist with sponsor communications, fulfillment of sponsorship benefits, and recognition activities related to organizational events
- Program and event assistance for Institute initiatives, lectures, Dialogos convenings, fellowship programs, and the Annual Symposium, including scheduling, communications, registration support, materials preparation, and follow-up
- Operational support, including board materials, file management, organizational memberships and subscriptions, and maintaining organized digital systems
- Coordinate the work of part-time staff, contractors, and volunteers as needed (non-supervisory)

### **Ideal Candidate**

- Exceptionally organized, self-directed, proactive, and detail-oriented, with a demonstrated ability to manage multiple projects, deadlines, and stakeholders simultaneously
- Strong writer and communicator, capable of producing professional correspondence, newsletters, donor communications, and public-facing content
- Demonstrated ability to manage projects, track follow-through, and maintain accountability with minimal supervision
- Comfortable working independently in a remote environment while maintaining frequent communication with leadership and key stakeholders
- Tech-savvy and proficient with Google Workspace, Microsoft Office, Zoom, Canva, website content management systems, email marketing platforms, and CRM platforms such as Bloomerang
- Experience supporting communications, marketing, donor engagement, event administration, nonprofit operations, or executive leadership preferred
- Able to maintain accurate records and handle sensitive donor, organizational, and personnel information with discretion, professionalism, and sound judgment
- Comfortable collaborating with board members, donors, sponsors, consultants, contractors, volunteers, Fellows, and community partners

- Adaptable and resourceful, with the initiative to anticipate needs, solve problems, and support a growing organization.
- Committed to advancing the Institute's mission of promoting human dignity, educational opportunity, civic engagement, and the ongoing pursuit of justice through education, dialogue, and community partnerships

### **Compensation**

- \$30/hour
- Approximately \$39,000 annually based on a regular schedule of 25 hours per week
- Additional hours may be available during major events and organizational initiatives

### **How to Apply**

Submit a single PDF containing your résumé, cover letter, 2-3 professional references, and an optional writing sample to [hire@fredgrayinstitute.org](mailto:hire@fredgrayinstitute.org) with the subject line: **Executive Assistant Application - [Your Name]**

### **Application Timeline**

Applications will be reviewed on a rolling basis beginning immediately. For full consideration, applicants should submit materials no later than July 15, 2026. Selected candidates will be contacted for interviews during the second half of July.

The anticipated start date for this position is between August 1 and August 10, 2026, or as mutually agreed upon

### **Equal Opportunity Statement**

The Tuskegee Human & Civil Rights Multicultural Center is an equal opportunity employer and strongly encourages applications from individuals whose lived experiences and professional backgrounds reflect and advance our mission.