



Open Position Announcement: Executive Assistant

Location: Remote | Travel Required

Are you a proactive and highly organized professional who thrives in a fast-paced environment? Do you excel at strategic project management, executive support, and relationship-building? The Battered Women's Justice Project (BWJP) is seeking an **Executive Assistant** to play a key role in advancing our mission of promoting safety, security, and justice for survivors of intimate partner violence. BWJP is a nonprofit collective of national policy and practice centers at the intersection of domestic violence and legal systems.

Why Join Us?

At BWJP, we foster a collaborative and inclusive work environment committed to racial justice, gender equity, and dismantling systemic oppression. As the Executive Assistant, you will provide high-level support to the CEO, ensuring smooth operations and strategic execution across leadership, board engagement, and external relations. BWJP offers a competitive total compensation package with many employer-paid benefits, generous PTO and contribution to your 401k.

What You'll Do:

- **Executive Support:** Manage the CEO's schedule, coordinate meetings, and ensure seamless day-to-day operations.
- **Project & Leadership Support:** Oversee special projects, track progress, and anticipate challenges to keep initiatives moving forward.
- **Communication & Strategy:** Prepare briefings, reports, and presentations for internal and external stakeholders.
- **Relationship Management:** Serve as a key liaison between the CEO and the board, leadership teams, funders, and external partners.
- **Culture & Team Contributions:** Promote a positive, collaborative, and mission-driven work environment.

What You Bring:

- Bachelor's degree or equivalent experience.
- 5+ years of experience supporting senior executives in a dynamic environment.
- Strong project management, organizational, and communication skills.

- Ability to build and maintain relationships with diverse stakeholders.
- Proficiency in Microsoft Office 365 and other collaboration tools.
- Commitment to social justice, equity, and survivor empowerment.
- Willingness to travel nationwide as needed.

What BWJP offers:

We offer a **competitive salary** of **\$60,000–\$70,000 (DOE)** for this **full-time, exempt** position.

Remote Opportunity: While this is a remote position, we welcome applicants nationwide and prefer candidates in the **Minneapolis–St. Paul area**.

Retirement Benefits: BWJP contributes 5% to your 401(k)—no match required.

Outstanding Benefits Package:

- 100% Employer-Paid Individual Health Plan (BCBS HSA \$3750) with other options
- 100% Employer-Paid Dental, Vision, and \$50K in Group Life Insurance
- 100% Employer-Paid Short-Term/Long-Term Disability, and Accident Insurance
- Spouse/Dependent Coverage benefit coverage at 75%
- Voluntary benefits include: Critical illness, hospital, life/AD&D, identity theft, and pet insurance

Generous Paid Time Off:

- 3 weeks of vacation
- 12 sick days
- 10 paid holidays plus 2 floating holidays

Ready to Make an Impact?

This is your chance to be part of a mission-driven organization dedicated to justice and equity. If you're a detail-oriented, strategic thinker with a passion for social justice and executive leadership, we'd love to hear from you! Apply today at hr@bwjp.org with your resume and cover letter and help drive meaningful change with BWJP.

BWJP is an equal opportunity employer and is committed to developing inclusive, barrier free, selection processes and work environments. Please advise our HR department at hr@bwjp.org of any accommodation(s) measures required, which would enable you to be interviewed in a fair and equitable manner. Information received in relation to accommodation requests will be addressed confidentially.