



JOB OPENING

EXECUTIVE ASSISTANT

Urban Bridge is seeking an Executive Assistant to join our team.

We're hiring an **Executive Assistant** to provide high-level administrative support to our CEO and other C-suite roles, ensuring efficiency in daily operations, communication, and strategic priorities. Our Executive Assistant will play a crucial role in enabling leadership to focus on **organizational growth, impact, and mission advancement**.

Know someone who's a great fit or interested yourself? Apply today! Please share this opportunity with your networks and help us continue infusing **HOPE** and powering **POTENTIAL** in our community. Below you'll find a link to learn more about this role's overview, requirements, and more!

INTERESTED?

Apply today by sending a cover letter and resume to operations@urbanbridge.org, and don't forget to complete our [Employment Application](#).

ROLE OVERVIEW

The **Executive Assistant** will provide comprehensive support to the CEO by working in a fast-paced environment, managing various high-level projects, and will be responsible for **scheduling, communication, research, and additional administrative functions**. This role ensures smooth day-to-day executive operations and facilitates effective collaboration with Urban Bridge stakeholders. This position is critical in optimizing leadership efficiency by handling executive-level tasks, managing key relationships, and overseeing administrative operations that support the CEO's strategic initiatives.

QUALIFICATIONS

- Bachelor's degree in **Business Administration, Communications, or a related field preferred**.
- **3+ years** of experience in **executive administrative support**.
- Strong **organizational and multitasking skills** with attention to detail.
- Excellent **written and verbal communication skills**.
- Proficiency in **Google suite, project management tools, and virtual communication platforms**.
- Ability to **anticipate needs, take initiative, and work proactively** in a fast-paced environment.
- Commitment to **Urban Bridge's mission and values**.

ADDITIONAL INFORMATION

- **This position reports directly to the CEO.**
- **Work Environment:** This role offers a hybrid option within **Oklahoma City** based out of The Bridge Impact Center, 1915 N. MLK Ave, OKC 73111.
- **Work Schedule:** This role follows a standard work week with occasional evenings and weekends required depending on program needs.
- **Salary/Benefits:** Competitive pay based on education, experience and role responsibilities. Generous benefits, including health insurance and generous PTO.