



Executive Assistant

Employment Terms: Non-Regular Part-Time (NRPT), 10, up to 19 hours per week

Compensation: Hourly rate of \$45/hr

Reporting to: Kyndall Osibodu + Nakeenya Wilson, Co-Directors

Work Arrangement: Remote with some travel

Mission: To end inequities in birth outcomes and improve experiences and outcomes for all birthing people by advancing respectful, physiologic care and equitable access to birth workers. We do this by serving as an organizing, learning, collaborating, and collective action group of funders working together and with the field to transform the system.

Vision: Funders for Birth Justice & Equity is the go-to place for any funder or donor who wants to learn how to effectively fund the birth equity and justice movement. Here donors and funders may find the education, framework for change, resources, peer support, and collective funding opportunities needed to fund the field at a level that will get to systemic and transformative change.

Role Overview: FBJE is at an exciting inflection point. We have recently transitioned to a new fiscal sponsor, Community Initiatives, and are gearing up for our 2026 Summit, a major convening focused on aligning the field and philanthropic capital toward transformative change.

We're looking for a highly organized, detail-oriented Executive Assistant to provide essential administrative and logistical support to both Co-Directors. This is an opportunity for someone who thrives in a mission-driven environment and takes pride in keeping operations running smoothly behind the scenes. The EA will be a key connective tissue between internal operations and external commitments during this important period of organizational growth. This is a regular position with the potential to grow into a part-time or full-time role, depending on business needs, as well as performance.

Key Responsibilities

Executive Support

- Manage complex calendars, draft and edit communications, and process expense reporting for both Co-Directors.
- Prepare contracts and invoices; compile and track materials for payment processing.

Meeting & Event Logistics



- Support agenda preparation and logistics for advisory committee meetings, monthly learning series, and project meetings.
- Assist with coordination for the 2026 Summit and other organizational convenings as needed, in partnership with the planning team.

Grants & Documentation Tracking

- Track grant submissions in coordination with the Grant Contractor and Co-Directors; ensure timely compilation and submission of materials.
- Maintain organized records in the shared drive and support internal documentation and workflow development.

Communications & Coordination

- Draft templates and support consistent internal documentation.
- Assist with team communications and cross-functional coordination across working groups, partners, and funders.

Systems & Records Management

- Maintain accurate records for funders, partners, and working group members using CRM systems.

What We're Looking For

- 2+ years of experience in an executive assistant, operations, or administrative support role, ideally in a nonprofit or philanthropic setting.
- Exceptional organizational skills and strong attention to detail.
- Strong written communication skills; comfortable drafting polished correspondence and documents.
- Working knowledge of CRM systems (experience with platforms like Salesforce, Airtable, or similar is a plus).
- Comfort with Google Workspace and shared drive management.
- Self-directed and proactive— you anticipate needs before they're voiced.
- Genuine alignment with FBJE's mission and commitment to birth equity and reproductive justice.

How to Apply

- Step 1: [Submit](#) your resume and responses to these questions by April 15.
- Step 2: FBJE will review your responses and schedule an interview by April 21.
- Step 3: Round 1 Interviews will take place the week of April 27.
- Step 4: Short take home assignment the week of May 4.
- Step 4: Final Interviews will take place the week of May 11 or 18.
- Step 5: Offer to be extended by the end of May.