



# THE HISTORIC JAMAA BIRTH VILLAGE™ CULTURAL HERITAGE CENTER

## **Executive Operations Assistant**

**Primary Pod:**

**Executive Leadership, Financial Stewardship & Organizational Development Pod**

**Secondary Collaborative Pod:**

**Operations & Administrative Stewardship Pod**

Reports To: Director of Operations & Cultural Stewardship

Location: Hybrid | St. Louis, Missouri 63135

### About Jamaa Birth Village

The Historic Jamaa Birth Village Cultural Heritage Center is a living cultural institution grounded in Black maternal health, reproductive justice, cultural preservation, healing, education, and community care. Jamaa serves as home to the African Indigenous Midwifery Museum, the African Indigenous Midwifery Library & Research Institute, Midwifery School programming, cultural exhibitions, educational initiatives, and community-centered care work grounded in the preservation of African and African Diaspora maternal traditions.

At Jamaa, we believe organizational work is also stewardship work. Our team members are not simply employees; they are caretakers of history, culture, community relationships, sacred knowledge, and the operational systems that allow this work to continue and grow. We are seeking individuals who can work with integrity, initiative, professionalism, emotional intelligence, and deep respect for community-centered leadership.

## **Position Summary**

**The Executive Operations Assistant (EOA)** serves as a high-level administrative, operational, and project support partner to the Director of Operations & Cultural Stewardship. This role is central to helping maintain the flow, organization, communication, and operational coordination of a growing reproductive justice and cultural institution.

The EOA will support executive leadership across organizational operations, board and advisory council coordination, communications, scheduling, donor and partner relations, travel logistics, project tracking, exhibitions, cultural programming, and organizational administration.

This position requires a highly organized, proactive, detail oriented professional capable of anticipating needs, managing multiple moving priorities, and supporting leadership with professionalism, discretion, and minimal oversight.

The ideal candidate understands how to work within a fast moving environment rooted in Black maternal health, reproductive justice, cultural stewardship, social care, and community accountability.

## **Compensation & Schedule**

Salary: \$55,000 – \$61,000 annually (based on experience)

Part-Time Salaried Position: 32 hours per week

## **Mandatory in office 2 days a week**

### Benefits

- 2 paid organizational rest months annually (1 Winter, 1 Summer)
- 1-week Spring Break
- 1-week Thanksgiving Break
- Healthcare stipend to support insurance coverage or HSA/FSA contributions
- Paid holidays aligned with organizational calendar
- Paid time off
- Professional development assistance

Please Note:

Rest months and extended organizational breaks become active following completion of the probationary period.

## **Core Responsibilities**

### Executive Leadership Support

- Manage the Director of Operations & Cultural Stewardship's calendar, scheduling, and communications
- Coordinate virtual and in-person meetings, retreats, and leadership gatherings
- Prepare agendas, meeting notes, follow-up tasks, and organizational correspondence

- Support executive travel coordination, itineraries, accommodations, and logistics
- Maintain confidential leadership, board, advisory council, donor, and organizational records with discretion and professionalism
- Assist with board and advisory council communications and scheduling
- Maintain contact lists, bios, partner records, and relationship management systems
- Provide occasional schedule flexibility and responsive support during executive travel, organizational events, or time-sensitive operational periods

#### Operations & Administrative Stewardship

- Maintain organized digital and physical filing systems
- Assist with project coordination, tracking deadlines, deliverables, and organizational follow-through
- Support onboarding, hiring logistics, and administrative operational systems as needed
- Coordinate organizational logistics for programs, exhibitions, workshops, community events, and retreats
- Assist in maintaining operational systems that increase organizational efficiency and sustainability
- Support day-to-day administrative needs across the museum, library, educational programs, and cultural initiatives

#### Communications & Organizational Coordination

- Draft polished internal and external communications with professionalism and clarity
- Proofread organizational documents, presentations, reports, and correspondence
- Support communication coordination with partners, donors, collaborators, and community stakeholders
- Assist with preparation of grant support documents, proposals, reports, and organizational materials
- Help maintain communication flow and follow-through across multiple projects and partnerships
- Support DOCS with social media

#### Required Qualifications

- Associate degree required; Bachelor's degree preferred in Business Administration, Communications, Nonprofit Management, Cultural Studies, or related field (or equivalent professional experience)
- Minimum 2–3 years experience supporting executive leadership, operations, project coordination, nonprofit administration, or cultural institutions
- Exceptional organizational, multitasking, and time management skills
- Strong written and verbal communication abilities
- **Ability to independently draft thoughtful, polished communications and manage responsibilities without overreliance on generative AI platforms**
- Advanced proficiency with Google Workspace and calendar management systems

- Proficiency with Apple/Mac operating systems
- Experience coordinating virtual meetings and digital collaboration platforms
- Strong interpersonal skills and ability to work across diverse communities and organizational relationships
- Proven ability to handle confidential information with discretion and emotional maturity
- Ability to anticipate needs, problem solve independently, and manage shifting priorities calmly and professionally
- Foundational understanding of Black maternal health, reproductive justice, birth justice, social care, cultural preservation, or community-centered care frameworks
- Commitment to equity, cultural stewardship, and the mission of Jamaa Birth Village

#### Preferred Qualifications

- Experience working within nonprofit, maternal health, reproductive justice, cultural, museum, educational, or healing-centered organizations
- Experience with donor databases, CRM systems, fundraising software, or grant administration
- Event planning and organizational logistics experience
- Knowledge of African and African Diaspora maternal health traditions, cultural history, or community-based healing practices
- Experience supporting executive leadership in fast-paced or mission-driven environments

#### Work Environment

This position operates in both virtual and in-person settings and requires comfort working within a dynamic, evolving, community-centered organization. Some evening or occasional weekend flexibility may be required during major organizational events, programs, exhibitions, travel periods, or community initiatives.

Apply directly on the website:

<https://jamaabirthvillage.org/career-opportunities/>