



BRIDGEWAY CAPITAL

Connect Opportunity with Capital

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UNIONTOWN
30 E. Main Street
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Executive Assistant Bridgeway Capital Pittsburgh, PA

About Bridgeway Capital

Bridgeway Capital Inc. headquartered in Pittsburgh, Pa., makes Western Pennsylvania a thriving region for all by promoting economic opportunity and community revitalization in South Western PA. As a nonprofit corporation founded in 1990, Bridgeway Capital serves 15 counties from three offices. Bridgeway Capital has placed more than 1,400 loans and \$188 million in capital directly into the region, supporting \$470 million in additional investment and helping to create or retain more than 11,000 jobs. It manages \$100 million in capital. It is a market driven, private-sector financial intermediary with a social mission. Bridgeway Capital made over \$23 million in loans in 2019 and is certified as a Community development Financial Institution by the U.S. Treasury Department.

Learn more at www.bridgewaycapital.org.

Job Summary

Bridgeway Capital is seeking an Executive Assistant, reporting to the CEO. The executive assistant will be a trusted and strategic partner to the CEO and will assist other members of the senior staff as directed by the CEO. This role will support the CEO to more effectively and efficiently manage time, execute projects, complete day-to-day operational tasks and provide clear and consistent communication to the Board of Directors and key stakeholders.

Responsibilities

- Manage the CEO's calendar and appointments, including adding, canceling and editing meeting requests, as well as ensuring logistical details are in place
- Review and respond to emails, and prioritize and categorize emails for the CEO
- Draft letters and documents
- Plan, schedule, and coordinate Board of Directors and Board Committee meetings
- Prepare agendas and record minutes of Board and Board Committee meetings
- Prepare mailings for the CEO



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- Receive visitors in a courteous and efficient manner
- Directs inquiries to the appropriate staff based on knowledge of departmental roles and responsibilities
- Participate in and assist with organizational events
- Assist the CEO with preparation of reports and presentations
- Collect all receipts and complete expense reports for the President
- Develop relationships with assistants for key contacts
- Prepare daily schedules and meeting materials for the CEO
- Discreetly handle sensitive and confidential information

Qualifications

- Minimum of four years executive level administrative work preferred
- High School diploma or GED
- Associates or Bachelor's degree preferred
- Skill with Microsoft Word, Excel, Powerpoint, and Outlook
- High level of discretion and confidentiality
- Strong organization skills with ability to prioritize and follow through on tasks
- Ability to work well independently or under direction
- Attention to detail and a no-task-too-small approach to work
- Ability to multi-task, manage high levels of information flow, and meet demanding deadlines
- Strong written and verbal communications skills
- Commitment to Bridgeway's mission of making a positive impact in western Pennsylvania by promoting economic opportunity

Compensation

Competitive salary based on qualifications. Comprehensive benefit package includes health, dental, vision, life and disability insurance, retirement plan and flexible spending accounts. Bridgeway Capital is an Equal Opportunity Employer.

Apply

Interested candidates should submit a resume and cover letter to T.J. Bogdewic, President & CEO, via email at tbogdewic@bridgewaycapital.org.



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Physical Requirements and Working Conditions

The person in this position needs to regularly sit, utilize manual dexterity and repetitive finger motion, speak, hear and see with close vision. Individuals must occasionally lift up to twenty-five pounds, push or pull, reach or stretch, and utilize distance vision, color discrimination, peripheral vision, depth perception and focusing ability. This position is primarily performed in an office environment with occasional exposure to outdoor weather conditions. Occasional driving throughout western Pennsylvania is required and candidates are expected to have a valid driver's license and easy and regular access to a car. This job description is not all inclusive and it is not intended to create nor be construed as an express or implied contract of employment. Bridgeway Capital reserves the right to interpret, amend, or terminate any job description, plan, policy, program, procedure, practice or benefit at any time at its sole discretion.

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