

POSITION DESCRIPTION:
Executive Assistant/LA28 Project Manager
United States Olympic & Paralympic Museum
April 2026

POSITION TITLE: Executive Assistant/LA28 Project Manager
REPORTS TO: Chief Financial Officer
FLSA STATUS: Hourly/Non-Exempt
PAY RATE: \$26.44 to \$28.37 per hour

SUMMARY:

The Executive Assistant/LA28 Project Manager will support the CEO in general office, calendar, and travel management, and CFO in fiscal activities including general accounting, payroll processing, and employee benefit programs. Additionally, this role will serve as the primary coordinator for the USOPM's LA 28 projects and partnerships. The ideal candidate must be highly organized, detail-oriented, and capable of working independently. The successful candidate will be comfortable with administrative tasks and providing oversight and management to large projects.

KEY RESPONSIBILITIES: BUSINESS OFFICE:

- Process purchase orders and accounts payable invoices.
- Coordinate check signatures and prepare payments for distribution.
- Prepare and distribute annual Form 1099s.
- Process and reconcile business credit card transactions.
- Handle accounts receivable invoicing and process incoming payments.
- Manage and reconcile museum admission sales from third-party ticketing platforms.
- Maintain monthly attendance tracking reports.
- Assist with reconciling pledge balances in the donor tracking system.
- Support the CFO in preparing for the annual financial audit.
- Manage the payroll system, including semi-monthly payroll processing, job requisitions, background screenings, and self on boarding for new hires.
- Assist with employee benefits administration, including enrollment, terminations, 401(k) plans, COBRA, and insurance programs.
- Collaborate with the CFO to enhance accounting and payroll processes.

KEY RESPONSIBILITIES: EXECUTIVE OFFICE

- Provide executive assistance to the CEO, including scheduling meetings, arranging travel, coordinating hospitality, welcoming guests, communicating with board members and stakeholders, and handling expense reports.
- Order and manage office supplies as needed.
- Perform other duties as assigned.

KEY RESPONSIBILITIES: LA 28

- Provide coordination for planning, development, and execution of all LA28 Olympic and Paralympic Games–related initiatives for the USOPM.
- Oversee cross-functional project management, including coordination of timelines, deliverables, and internal workflows.
- Serve as a liaison between USOPM and key external stakeholders, partners, and organizations connected to LA28 activities.
- Collaborate closely with senior leadership, including the Chief Museum Content & Integration Officer, Chief Development Officer, CFO, and CEO, to ensure alignment and execution.
- Establish and maintain detailed project plans, tracking progress and adjusting as needed to meet deadlines and objectives. Track project budgets, ensuring adherence to financial targets.
- Facilitate communication and coordination across internal departments and external stakeholders to ensure integrated program delivery.
- Manage stewardship for LA28 supporters and funders.
- Monitor and evaluate program performance, ensuring outcomes align with organizational expectations and strategic impact.

CORE COMPETENCIES:

- Highly organized with keen attention to detail and the ability to prioritize tasks effectively.
- Clear, concise, and confident communicator with the ability to represent the organization effectively with senior leaders and external partners.
- Willingness to complete administrative tasks in addition to management level work.
- Ability to coordinate across departments, ensuring alignment and accountability.
- Strong capacity to manage budgets, timelines, and logistics with precision while maintaining momentum across multiple workstreams.
- Capacity to identify and advance opportunities that increase visibility, impact, and resource alignment tied to LA28.
- Strong focus on delivering measurable outcomes, meeting deadlines, and driving projects through to completion.

QUALIFICATIONS:

- Bachelor's degree required or experience in professional setting that has generated the same depth of knowledge and capability.
- Minimum of three years of experience in a professional office setting.
- Experience working in or with cultural institutions or mission-driven nonprofits required, experience working with museums strongly preferred.
- Proficiency in Microsoft Office Suite, including Excel, Word, Outlook, and Teams.
- Experience with QuickBooks preferred.
- Familiarity with GAAP accounting principles preferred.

PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS:

- Ability to remain seated for approximately 6–8 hours per day in an office setting.
- Occasional stooping, bending, reaching, and lifting throughout the day.
- Must be able to lift and move up to 35 lbs occasionally.
- Ability to operate standard office equipment.
- Capacity to work under moderate levels of stress.

The USOPM's culture is one of collaboration, collegiality, and teamwork. The Executive Assistant & LA28 Project Manager must have a desire to work in a mission-first and audience-centered culture following the museum's core values of friendship, respect, excellence, determination, equality, inspiration, and courage. The Executive Assistant & LA28 Project Manager must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

At the USOPM, we believe that to achieve our greatest potential, diversity of experience and viewpoints is paramount. We encourage applications from individuals of all backgrounds and life experience. The USOPM is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other duties not specifically listed herein.

Management reserves the right to modify, defer or rescind this position description at any time, with or without prior notice.