



## Job Vacancy Announcement

- Position:** Director,  
Administrative Services
- Division:** Office of the Vice President  
for Administration & Outreach  
Ebony Pyramid Entertainment (EPE)
- Duration:** Part-Time (1-10 hours weekly) &  
Full-Time during EPE major events
- Positions:** 1 (one)
- Application Deadline:** Until Filled
- Prerequisite:** Must have played a key role in planning a major/special event, preferably in the LGBTQ Community. Supervisory and management experience is required. Experience with administrative support, correspondence, human relations issues is also a desired trait. Ability to multi-task and work in a high pace environment is a must. Candidate must also possess strong written and oral communication skills. Commitment and dedication to the mission and success of EPE is a priority.
- Compensation:** Cash compensation is paid based on overall company performance. Some travel and amenities may also be provided as compensation.
- Major Duties:** This Director reports to the Vice President of Administration and Outreach. This Director provides assistance on division matters relating to the Administrative Services Department. This Director is responsible for managing the performance measures of all departments under the direction of the VP. Responsibilities also include managing all Human Resources matters. Additional responsibilities include assisting the VP in implementation and management of policies and strategies developed by the President and/or the Executive Staff.
- How To Apply:** To apply for this position, complete the online application.