

Louisiana District Attorneys Association

Job Description

Class Title: Administrative Executive	Job Class: Full Time
Department: Administration	Effective Date: 6/2026
Location: Baton Rouge, Louisiana	Last Revised: 6/2026

GENERAL PURPOSE

This full-time position is an executive level administrative staff position to support the Louisiana District Attorneys Association membership and executive management leadership located at **2525 Quail Drive, Baton Rouge, Louisiana**. Position reports directly to the Executive Director and his executive staff. As a full-time position, the LDAA offers full employer-paid health benefits.

SUPERVISION RECEIVED

Works under supervision and guidance of the Executive Director and his executive staff.

ESSENTIAL FUNCTIONS

- PROVIDES ADMINISTRATIVE, OPERATIONAL, AND STRATEGIC SUPPORT TO THE EXECUTIVE DIRECTOR, EXECUTIVE STAFF, BOARD OF DIRECTORS, AND MEMBERSHIP OF THE LOUISIANA DISTRICT ATTORNEYS ASSOCIATION
- PERFORMS ADMINISTRATIVE AND PROJECT MANAGEMENT DUTIES REQUIRING INDEPENDENT JUDGMENT, INITIATIVE, DISCRETION, AND THE ABILITY TO MANAGE MULTIPLE PRIORITIES AND DEADLINES
- PROVIDES GUIDANCE, COORDINATION, AND SUPPORT TO ASSOCIATION STAFF, MEMBERS, COMMITTEES, AND BOARD LEADERSHIP
- ADMINISTERS AND MAINTAINS ASSOCIATION TECHNOLOGY PLATFORMS, MEMBERSHIP DATABASES, WEBSITES, DIGITAL RECORDS, CONTENT MANAGEMENT SYSTEMS, AND OTHER BUSINESS APPLICATIONS USED TO SUPPORT ASSOCIATION OPERATIONS
- COORDINATES ASSOCIATION GOVERNANCE FUNCTIONS, INCLUDING BOARD OF DIRECTORS, COMMITTEE, TASK FORCE, MEMBERSHIP ACTIVITIES, AND MAINTAINS RELATED RECORDS AND OFFICIAL DOCUMENTATION
- ASSISTS IN PLANING, COORDINATING, AND SUPPORTING ASSOCIATION MEETINGS, CONFERENCES, TRAINING PROGRAMS, SPECIAL EVENTS, AND OTHER ORGANIZATIONAL INITIATIVES
- PREPARES, REVIEWS, AND DISTRIBUTES REPORTS, PRESENTATIONS, MINUTES, CORRESPONDENCE, COMMUNICATIONS, AND OTHER OFFICIAL ASSOCIATION MATERIALS
- MANAGES ASSOCIATION COMMUNICATIONS, DIGITAL CONTENT, MEMBER OUTREACH, REGISTRATION SYSTEMS, AND INFORMATION DISTRIBUTION THROUGH VARIOUS ELECTRONIC PLATFORMS
- ASSISTS WITH FINANCIAL ADMINISTRATION, PROCUREMENT, INVENTORY MANAGEMENT, MEMBERSHIP DUES, ASSESSMENTS, BUDGET-RELATED ACTIVITIES, AND ORGANIZATIONAL RECORDKEEPING
- MANAGE EXECUTIVE SCHEDULING, TRAVEL COORDINATION, LOGISTICAL PLANNING, AND OTHER ADMINISTRATIVE FUNCTIONS NECESSARY TO SUPPORT ASSOCIATION OPERATIONS
- ASSISTS WITH LEGISLATIVE, EDUCATIONAL, PUBLIC INFORMATION, AND SPECIAL PROJECT INITIATIVES AS ASSIGNED
- MAINTAINS CONFIDENTIAL INFORMATION AND EXERCISES A HIGH DEGREE OF PROFESSIONALISM, DISCRETION, AND SOUND JUDGMENT IN ASSOCIATION MATTERS

- PARTICIPATES IN SCHEDULED TRAVEL FOR ASSOCIATION MEETINGS, CONFERENCES, TRAININGS, AND RELATED EVENTS, WORK SCHEDULE IS 40 HOURS/12 MONTHS/MONDAY–FRIDAY (SOME CONFERENCES, TRAININGS, OR ASSOCIATION EVENTS MAY REQUIRE EVENING OR WEEKEND HOURS)

- PERFORMS RELATED DUTIES AS REQUIRED

MINIMUM QUALIFICATIONS

Applicants must have experience or qualifications as an administrative assistant, executive, legal secretary, or paralegal. Position requires knowledge of MS Office, SharePoint, MFA, CANVA (or other graphic design software) and QuickBooks. The ideal candidate must be meticulous and able to manage and prioritize duties and complex work assignments efficiently. Must have the ability to communicate effectively with high level officials from across the state and the public. Must also possess high-level verbal and written communications skills, and the ability to maintain positive interpersonal relationships with board of directors, executive staff, and association colleagues.

This is an at-will employment relationship.

WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, and finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

SALARY AND BENEFITS:

Competitive and subject to negotiation (\$35,000 to \$50,000) based upon qualifications and experience. Full paid employer health benefits (health, dental, life, disability), participation in the District Attorney's Retirement System with employer contributions, and deferred compensation plans participation option.

APPLICATION PROCESS AND DEADLINE:

Upload letter of interest and resume (click to open hyperlink) [HERE](#):. Deadline 4:00 o'clock p.m. June 30, 2026. Applications will be reviewed, and some applicants will be asked to appear in Baton Rouge, Louisiana for an interview. The applicants will be expected to cover their travel and lodging expenses for these interviews if selected to participate. **Please call 225-343-0171 if you have any questions or need assistance.**



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. Statements are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

LDAA is an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, gender, religion, national origin, disability, political affiliation, or any other protected characteristic as outlined by federal, state, or local laws.