Executive Office Assistant
Department: Executive
Supervisor: Deputy Executive Director
FLSA Status: Non-Exempt
Supervisory Responsibilities: None

EMILY’s List, the nation’s largest resource for women in politics, is searching for an Executive Office Assistant to join our Executive team. EMILY’s List has raised over $700 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY’s List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting and helping build strong campaigns, researching the issues that impact women and families, running nearly $50 million in independent expenditures in the last cycle alone, and turning out women voters and voters of color to the polls. Since our founding in 1985, we have helped elect the country’s first woman as vice president, 157 women to the House, 26 to the Senate, 16 governors, and more than 1,300 women to state and local office. More than 40 percent of the candidates EMILY’s List has helped elect to Congress have been women of color. After the 2016 election, more than 60,000 women reached out to EMILY’s List about running for office laying the groundwork for the next decade of candidates for local, state, and national offices. In our effort to elect more women in offices across the country, we have created our Run to Win program, expanded our training program, including a Training Center online, and trained thousands of women.

Principal Responsibilities

The Executive Office Assistant provides administrative coordination and support to the Deputy Executive Director while maintaining a high level of confidentiality. The Assistant’s duties include managing schedules, coordinating meetings and events, and working with the Deputy Executive Director and other staff on various special projects. In this role, the Assistant also provides scheduling and administrative support to the EMILY’s List Board of Directors.

Specific Duties

- Completes a broad variety of administrative tasks for the Deputy Executive Director including, but not limited to: managing an active calendar; flagging approval deadlines and decision points;
- Works with the Deputy Executive Director to coordinate all board meetings and communication to the Board of Directors, including but not limited to annual board meetings, committee meetings, board orientations and other meetings;
• Manage and keep up to date the Board of Directors software, Diligent, that is used to communicate important materials and dates to the Board of Directors;
• Assist the Deputy Executive Director in executing the organization’s Diversity, Equity and Inclusion efforts;
• Assist Deputy Executive Director in managing labor relations issues;
• Works with the Deputy Executive Director to oversee all details of the weekly all-staff meetings including creating the agenda, managing the presentations, being the liaison between guest speakers and EMILY’s List and ensuring all relevant details are communicated out to staff in a timely manner;
• Serves as liaison between the Deputy Executive Director, the senior leadership team and staff;
• Coordinate meetings for the Deputy Executive Director including material preparation, scheduling, ordering refreshments, and setting up conference rooms with audio, visual and conference call needs;
• Works closely and effectively with the Deputy Executive Director to keep them well informed of upcoming commitments and responsibilities, including key decisions, following up appropriately;
• Interacts with all levels of staff, visitors, and external stakeholders, while maintaining an appropriate professional demeanor;
• Oversees special projects at the discretion of the Deputy Executive Director;
• Receive and pay all necessary invoices and track expenses for the Deputy Executive Director;
• Co-manage the Executive Office Intern(s);
• Serves as back up to Executive Office Assistants as needed;
• Perform additional duties as assigned.

Qualifications

• Qualified candidates must have a strong commitment to Anti-Racism, Diversity, Equity & Inclusion;
• Qualified candidates must have outstanding interpersonal skills, strong follow up and follow through skills, and high attention to detail;
• Ideal candidates will have experience supporting a high-level executive and the ability to juggle multiple tasks simultaneously;
• The ideal candidate is creative, optimistic, dedicated, remains calm under stress and has the ability to work effectively in a fast-paced environment;
• The ideal candidate is able to work flexible work hours;
• The ideal candidate must have strong knowledge of MS Office and Google Suite;
• Commitment and passion to elect pro-choice Democratic women as well as the diversity of our candidates, membership, partners and staff required.

The salary for this position is $45,500 and comes with a comprehensive benefits package. The starting pay for this position is equal to others at the same level throughout the organization.
EMILY’s List offers a competitive salary and a strong benefits package. To apply, email your resume and cover letter to executiveassistant@emilyslist.org. No calls, please.

Our office is based in Washington, DC. All positions are currently working remotely due to the pandemic.

The above statements are intended to describe the general nature and level of the work being performed by the person holding this position. This is not an exhaustive list of all duties and responsibilities. EMILY’s List reserves the right to amend and change responsibilities to meet organizational needs as necessary.

EMILY’s List prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment based on gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.

EMILY's List is an Equal Opportunity Employer that values a multicultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.