

Logistics Assistant

Department: Training & Community Engagement

Supervisor: Trainings Director

Supervisory Responsibilities: N/A

FLSA Status: Non-exempt

EMILY's List, the nation's largest resource for women in politics, is searching for a **Logistics Assistant** to join our Training & Community Engagement team. EMILY's List has raised over \$600 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 strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY's List raised a record-breaking \$110 million and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 50,000 women have 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.

Principal Responsibilities

The **Logistics Assistant** is an integral part of the Trainings & Community Engagement team with the direct responsibility of providing support to the Trainings Director, Community Engagement Director and Trainings Manager.

Specific Duties

- Works closely with the Trainings & Community Engagement Directors to efficiently coordinate training and event logistics; to include but not limited to: researching and vetting venues across the country, arranging audio visual needs and food orders;
- Packages and mails trainings and events materials;

- Works alongside the Trainings Director and Trainings Manager on finance and compliance matters to ensure training attendee registration accuracy;
- Assists the team with in-house and off site trainings and events, ranging from small meetings to large trainings, when necessary (less than 25% travel expected);
- Serves as the primary backup to the Trainings & Community Engagement Coordinator to include screening incoming calls, mail distribution, and general department needs;
- Assists with the onboarding process for department interns;
- Provides administrative support to the Trainings Director and Community Engagement Director as needed;
- Serve as back up to the receptionist as needed;
- Perform other duties as assigned.

Qualifications

- Ability to multitask successfully in a high-volume, fast-paced office environment;
- Strong writing and organization systems;
- Ability to present a professional demeanor at all times in both appearance and attitude;
- Ability to be patient and discreet;
- Ability to work with a sense of urgency;
- Commitment to electing pro-choice Democratic women;
- Commitment to the diversity of our candidates, membership, partners, and staff.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to training_outreachjobs@emilyslist.org - subject line including your name and the job title. **No calls, please.**

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 multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.