

Operations Assistant/Receptionist

EMILY's List, the nation's largest resource for women in politics, is searching for an Operations Assistant/Receptionist to join our Administration team. We recruit and train candidates, support strong campaigns, research the issues that impact women and families, and turn out women voters. Since our founding in 1985, we have trained nearly 10,000 women to run and helped elect 116 women to the House, 23 to the Senate, 12 governors, and over 800 to state and local office. Forty percent of the candidates EMILY's List has helped elect to Congress have been women of color - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

Principal Responsibilities

The Operations Assistant/Receptionist is the "face" of EMILY's List, the first person people see or hear when contacting the office. The Operations Assistant/Receptionist answers all incoming calls and greets visitors while creating a welcoming atmosphere both on the phone and in our lobby. S/he also manages all the logistics of the office from ordering office and kitchen supplies to maintaining a positive relationship with building management. The Operations Assistant/Receptionist will also assist with a variety of tasks as assigned from other departments.

Specific Duties

- Answer all incoming phone calls and ensure that callers are forwarded to the correct staff member; Answer a pre-selected list of membership questions and forward relevant information to membership staff;
- Train new staff and interns on the front phones and other front office duties (including opening and closing the office);
- Maintain EMILY's List internal staff phone list and distribute to staff;
- Serve as primary contact for building management: report problems and ensure timely resolutions; liaison with building management regarding safety procedures;
- Responsible for ensuring all common areas are kept tidy, checking workstations after staff departures, and checking meeting rooms daily to ensure they are clear of meeting materials;
- Responsible for receiving all packages and mail, distributing in a timely manner;
- Provides administrative support to other departments as directed;

- Provides administrative assistance to the Administration team in support of the internship program, human resources, and other tasks as assigned;
- Prepare monthly schedule for Front Desk Phone Relief and ensure the front office is staffed at all times;
- Process check requests for the Administration department;
- Maintain office equipment;
- Responsible for notifying staff of office reminders;
- Maintain and order kitchen and office supplies; ensures kitchens are restocked;
- Perform other duties as assigned.

Qualifications

The Operations Assistant/Receptionist must be dependable, punctual and friendly to all EMILY's List members, visitors, and staff. S/he must be a team player, be willing to assist whenever needed and have a positive attitude at all times. The Operations Assistant/Receptionist must be patient and discreet when dealing with all incoming calls and visitors. The Operations Assistant/Receptionist must present a professional demeanor at all times in both appearance and attitude and be able to multitask in a high-volume, fast-paced office environment. S/he must have a strong commitment to electing pro-choice Democratic women as well as a 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 adminjobs@emilyslist.org - subject line "Operations Assistant/Receptionist." **No calls, please.**

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.