Scheduling Assistant

EMILY’s List, the nation’s largest resource for women in politics, is searching for a Scheduling Assistant to join our Executive 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 dollars 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 40,000 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 Scheduling Assistant is an integral part of the President’s Office and will work in collaboration with the Director of Scheduling. As the Scheduling Assistant, this position will provide scheduling and administrative support to the office of the President of EMILY’s List.

Specific Duties

- Maintain daily online calendar for the President;
- Extensive scheduling of meetings with internal staff and outside groups;
- Booking of the President’s travel including transportation and lodging;
- Oversees logistics for guests for the President in the office;
- Screens incoming calls to the President, keeps track of voicemails as well as the President’s call list;
- Shares in hiring and managing intern the department’s intern, including delegating projects, as needed;
- Gather materials and assembles President’s daily briefing book;
- Maintain President’s extensive contact list, including the holiday card list;
- Manage and track the President’s handwritten communications;
- Serve as back-up to the Special Assistant to the Executive Director when needed;
• Serve as lunch hour back-up and break relief for front desk as needed;
• Perform other duties as assigned.

Qualifications

The Scheduling Assistant must be extremely well organized and have the ability to multi-task in a very fast-moving office. Attention to detail is a must. Previous scheduling experience is a plus. The Scheduling Assistant should be able to be discreet and work well with others. Professional demeanor and appearance is a must. Commitment to the diversity of our candidates, membership, partners, and staff required. Commitment and passion to elect Pro-Choice Democratic Women required.

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 offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to schedulingassistantjobs@emilyslist.org - subject line including your name and the job title. 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.