

Special Assistant to the Executive Director

EMILY's List, the nation's largest resource for women in politics, is searching for a Special Assistant to the Executive Director to join our Executive 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 Special Assistant to the Executive Director provides support to the Executive Director including managing schedules, speaking engagements, social media accounts, meetings and events; ; and working with the Executive Director and other staff on various special projects.

Specific Duties

- Manages Executive Director's schedule;
- Screens all incoming calls to Executive Director and act as "gatekeeper";
- Develops engagement strategies to implement and amplify the Executive Director's priorities and agenda;
- Serves as liaison between Executive director, department heads and staff;
- Oversee special projects at the discretion of the Executive Director;
- Keeps Executive Director abreast of special requests;
- Drafts executive-level correspondence;
- Manages Executive Director's social media accounts;
- Provides extensive operational and logistical assistance such as compiling all briefing materials for all trips, speeches, and meetings for Executive Director;
- Arranges travel logistics and produce itineraries for Executive Director;
- Coordinates yearly all staff and senior leadership team retreats and monthly all staff meetings;
- Manages speaking requests received for the organization and ensure requests are responded to appropriately;
- Provides assistance to the Chair of the Board of Directors as needed;
- Manage Executive Office Intern (as needed);

- Works with Executive Director to create a comprehensive history of EMILY's List and archive historical documents;
- Serves as back up to the Special Assistant to the President when out of the office;
- Perform additional duties as assigned.

Qualifications

Qualified candidates must have outstanding interpersonal skills, strong follow up and follow through skills, and high attention to detail. Candidates must have experience supporting a high level executive and the ability to juggle multiple tasks simultaneously, remain calm in difficult situations and the desire to work in a fast paced environment. Knowledge of MS Office required. College degree and an interest in electing pro-choice Democratic women required. Commitment and passion to the diversity of our candidates, membership, partners and staff required.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, - subject line "Special Assistant to the Executive Director." **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.