

Executive Assistant

Reporting To: Managing Director

Direct Reports: N/A

Minimum Salary: \$55,000

Demand Justice is seeking a detail-oriented person of high integrity and with a passion for progressive policy and politics to serve as the organization's Executive Assistant. The role will assist the Executive Office, currently the Managing Director and Senior Advisor, in a wide range of work. The day-to-day work of this position will vary from administrative matters, including assisting with organizational operations, to assisting with priority policy and programs for the organization.

As with all Demand Justice employees, success in this role will be informed by the following competencies:

- Commitment to Inclusive Culture
- Excellence & Curiosity
- Effective Written & Oral Communication
- Effective Work Management & Adaptability
- Strong Relationship & Organization Building

This role will report directly to Demand Justice's Managing Director while also being expected to be in close contact with the organization's Senior Advisor. The role will not have any direct reports but will be expected to manage the organization's relationship with relevant outside consultants and vendors.

Demand Justice is a fully remote organization though this role may require some in-person time as needed to effectively support the Managing Director and Senior Advisor. In addition, as with all Demand Justice positions, this position should be expected to travel to D.C. for quarterly in-person staff retreats.

Responsibilities

- Manage the Managing Director and Senior Advisor's schedules as well as overseeing the coordination of all organization-wide meetings.
- Support the campaigns, policy, and organizing teams on major organizational priorities. This will include work on events, meetings with policymakers, research support, and project management as needed.
- As needed, assist senior staff in the execution of key financial and other operational functions, including facilities and technology, reimbursements and payments, contract processing, payroll processing, and more.

Skills and Qualifications

- 2+ years professional experience in an administrative, research, or other support capacity.
- A demonstrated ability to show discretion and confidentiality when needed.
- Familiarity with non-profit organization's structure and needs is a significant asset.
- Strong interest, and ability to become proficient, in the organization's goals for advancing meaningful public policy change.
- A collaboration-first mentality and the professional judgment to represent the organization well internally and externally.
- A Bachelor's degree is required. A masters in public policy or other relevant degree is an asset.

How to Apply

E-mail your resume and cover letter to jobs@demandjustice.org with "Executive Assistant" in the subject line. This announcement will remain posted until the position is filled.