

Executive Assistant

End Citizens United's Mission: To combat Big Money in politics and dismantle our rigged political system by electing campaign finance reform champions and passing state ballot measures. These champions will work toward overturning Citizens United, ending unlimited money in politics, and ending Dark Money. We'll work towards the mission by: electing pro-reform candidates, raising the issue of money in politics as a national priority, and using grassroots membership to demonstrate political power on the issue of money in politics.

Reports to: President & Executive Director

Job Summary: The Executive Assistant reports to the President & Executive Director, and is responsible for providing administrative support to the President & Executive Director.

Primary Responsibilities:

- Proactively manage President & Executive director's day-to-day schedule;
- Arrange all travel logistics;
- Create itineraries, briefings and materials for meetings and events;
- Generate and submit expense reports;
- Maintain contacts,
- Prepare correspondence;
- Maintain electronic and paper files;
- Help complete time-sensitive tasks;
- Conduct follow-up from meetings and conversations;
- Responsible for coordinating any communications from the President & Executive Director's office;
- Perform additional duties as assigned.

Requirements

- Bachelor's degree required;
- At least 1-2 years of experience assisting a high-level executive or public official in a fast-paced environment;
- Strong communication skills;
- Exceptional attention to detail;
- Ability to think quickly and anticipate needs as well as develop solutions with minimum instruction;
- Mature judgment, both in dealing with people and determining priorities.
- Strong interpersonal skills, including an ability to work well with a variety of personalities, and under stressful situations, while displaying tact and diplomacy.
- A professional demeanor; ability to foster teamwork; political savvy and composure.
- Ability to handle multiple tasks simultaneously;
- Significant knowledge of Microsoft Office including Word, Excel and PowerPoint.
- Strong interest in stopping big money in politics and helping elect campaign finance reform champions and passing state ballot measures.

End Citizens United offers a competitive salary and benefits package. To apply, email resume and cover letter to jobs@endcitizensunited.org, --subject line "Executive Assistant." No calls, please.

End Citizens United is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.