



POSITION DESCRIPTION: EXECUTIVE ASSISTANT

SUMMARY:

Do you want to be a part of a fast-growing movement to engage Americans from all backgrounds, ages, races, and ethnicities about those core values that unite all Americans? *Our America* is looking for a detail-oriented, self-starting Administrative Coordinator to support our President and senior staff on a part-time basis (20 - 25 hours/week). The ideal candidate has 3-5 years of administrative experience in a fast-paced nonprofit or advocacy environment and can execute defined tasks independently without daily supervision. Familiarity with C3/C4 organizational distinctions is a plus.

PRIMARY DUTIES AND RESPONSIBILITIES

Support the President, and other staff on the day-to-day functional tasks and activities of the organizations. Job responsibilities include, but are not limited to:

- Coordinating travel and logistics for executive business trips, including booking travel and preparing itineraries
- Processing and organizing expense reports
- Managing and maintaining organizational documents, databases, and confidential files
- Supporting Board meeting preparation, including compiling materials and coordinating scheduling
- Assisting with special projects by tracking deadlines and organizing resources
- Ordering office supplies and supporting basic office administration
- Triaging and routing time-sensitive correspondence to appropriate staff during scheduled hours
- Assisting extensively with donor related mailings, database management, outreach on behalf of the president and other fundraising focused tasks as needed

KNOWLEDGE, SKILLS, ABILITIES:

- **Exceptionally strong organizational and time-management skills:** Must be able to manage multiple tasks and prioritize effectively and be able to adapt to changing priorities and handle unexpected situations.
- **Excellent communication skills:** Both written and verbal communication skills are essential for interacting with various stakeholders.
- **Proficiency in office software:** Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software is crucial.
- **Problem-solving and decision-making skills:** Ability to resolve issues, set priorities, and make decisions independently.

- **Discretion and confidentiality:** Maintaining confidentiality is paramount in handling sensitive information.

EDUCATION AND EXPERIENCE:

- 3+ years' experience supporting upper management/C-Suite level employees
- Experience with c3/c4 organizational operations a plus
- College degree in a relevant field or equivalent experience in fast-paced environments

KEY REPORTS:

- President

BENEFITS:

- This will be a contract based position with 20 hours per week of in-office work with the opportunity to grow into a full time role
- Team focused - Teammates and leadership are there to assist when you need help
- Open-door management style: We welcome feedback in all areas
- An entrepreneurial spirit, fast fast-paced environment

ABOUT US:

Our America's mission is to build a broad, diverse coalition of people who support those timeless American values that empower everyone to thrive, including: equal opportunity, mutual respect, and freedom of expression. We work toward a time in our country when supporting America is patriotic and not a political statement; when civil discourse replaces shouting; and when standing up for America is more important than standing against each other.

To apply, please send an email with a resume, cover letter to gabe@joinouramerica.org and include "Executive Applicant" in the subject line. No phone calls.

We regret that we will not be able to respond to individual candidates. We strive to respond to those candidates who we wish to interview within two weeks.

www.joinouramerica.org