



POSITION DESCRIPTION:

Special Assistant to the President

SUMMARY:

Our America is seeking a highly organized, proactive individual to help keep the organization running efficiently as we continue to grow. Working directly with the President and senior leadership, you'll coordinate projects, manage organizational systems, and ensure priorities move forward.

We're looking for someone who is eager to take ownership, thrives in a fast-paced environment, and is ready to prove themselves by consistently delivering high-quality work. As the organization grows, there will be opportunities to take on broader operational leadership and increased responsibility.

PRIMARY DUTIES AND RESPONSIBILITIES

Coordinate and support the day-to-day operations of the organization, working closely with the President and senior staff. 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
- Managing office operations, supplies, and administrative needs
- Triaging and routing time-sensitive correspondence to appropriate staff during scheduled hours
- Supporting donor outreach efforts, including mailings, database management, outreach on behalf of the President, and other fundraising-related 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.
- **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 in operations, administration, project coordination, executive support, or a similar fast-paced environment.
- 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 role will begin as a contract position with the opportunity to transition into a full-time role as the organization grows.
- Remote-based position in the DC area.
- Work alongside a collaborative team and leadership that values initiative, feedback, and professional growth.
- Open-door management style where ideas and feedback are welcomed.
- Opportunity to take ownership, solve problems, and make a meaningful impact in a fast-paced, growing organization

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 "Special Assistant to the President " 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