



# ECONOMIC INNOVATION GROUP

## **Operations and Events Associate Position Description**

The Economic Innovation Group (EIG) is an ideas laboratory and advocacy organization dedicated to forging a more dynamic, entrepreneurial, and innovative U.S. economy for the 21st century. Headquartered in Washington, D.C. and led by an experienced, bipartisan team, EIG convenes leading experts from the public and private sectors, develops original policy research, and works to advance creative legislative proposals that will bring new jobs, investment, and economic growth to communities across the nation.

### **About the Role**

EIG's Operations and Events Associate will provide administrative support to the Executive Team with specific responsibility for daily scheduling, travel planning, event planning and execution, and operations support under the supervision of the Director of Operations and Events.

Specific responsibilities will include, but not be limited, to the following:

- Coordinate scheduling for the Executive Team to ensure that meetings are organized and participants are prepared with agendas and briefing materials;
- Manage all aspects of travel arrangements for the Executive Team and staff in a timely and detailed manner, including making all air, hotel, and ground transportation arrangements, scheduling meetings, and creating detailed itineraries;
- Assist with all stages of event management, including but not limited to budgeting, vendor relations, contract negotiations, collateral development, registration, staffing, and communications;
- Monitor and maintain office supply inventory;
- Conduct research and make recommendations on improving operational efficiency;
- Other duties as assigned.

### **Qualifications**

Recent graduates with two to three years of experience in a professional office environment. The successful candidate should be a self-starter with a background in



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administration and events. An interest in economic policy is preferred. Excellent writing and communication skills, as well a keen attention to detail and the ability to handle multiple tasks under short deadlines, are essential qualities.

**DETAILS**

The Associate will start in February and is eligible for an excellent range of benefits and paid vacation.

**CONTACT**

Applicants should send a resume and cover letter to [careers@eig.org](mailto:careers@eig.org) with the subject line “Operations and Events Associate”