



ECONOMIC INNOVATION GROUP

Operations and Events Associate

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

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;
- Support other administrative and operations activities.

Apply

EIG provides generous health care and retirement benefits and a generous paid time off and holiday schedule. Applicants should send a resume and cover letter to careers@eig.org with the subject line "Operations and Events Associate."