



### **Executive Assistant and Outreach Coordinator**

The Economic Innovation Group (EIG) is a bipartisan public policy organization dedicated to forging a more dynamic American economy. Headquartered in Washington, DC, EIG produces nationally-recognized research and works with policymakers to develop ideas that empower workers, entrepreneurs, and communities.

The **Executive Assistant and Outreach Coordinator** supports the day-to-day operations of EIG and our Executive Team. This position reports to the Chief of Staff and plays an integral role in managing the organization's operational and administrative functions. This position is ideal for a candidate interested in pursuing a career in nonprofit management and provides a unique opportunity to work within a small, entrepreneurial, and impactful organization alongside a dynamic, mission-driven team. The ideal candidate has experience working in an administrative role with high-level principals, excels in a variety of self-driven tasks, has superb organizational and communication skills, and demonstrates an ability to thrive and adapt under pressure.

#### **Operations, Administration, and Scheduling (60%)**

- Manage and coordinate three principal's calendars and daily schedules to ensure efficiency and productivity;
- Organize, schedule, and coordinate logistics for calls and meetings among Executive Team, staff, and external stakeholders;
- Create and distribute briefing materials in advance of meetings to ensure efficiency and track and distribute action items from meetings to ensure follow-up;
- Manage all aspects of travel logistics for staff in a timely and detailed manner;
- Process incoming and outgoing mail;
- Staff the reception desk and greet guests;
- Create and maintain electronic and physical filing systems;
- Assist with new staff onboarding;
- Troubleshoot and resolve operational and administrative issues that arise for staff;
- Monitor and maintain office supply inventory; and
- Lead administrative support in a range of other activities as necessary.

#### **Project and Outreach Management (20%)**

- Manage contact databases for internal and external communications and ensure staff update the database on a regular basis;
- Draft and distribute internal and external communications;
- Maintain aspects of the EIG website (WordPress) and other web-related services;
- Assist with tracking organizational achievements and creating reports; and
- Shepherd ad-hoc projects that arise throughout the year.

#### **Event Management (20%)**

- Assist with all stages of in-person and virtual event management, including but not limited to budgeting, vendor relations, contract negotiations, collateral development, speaker management, registration, staffing, audience development, and communications.

#### **Qualifications**

- B.A. or Associate degree required



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- Relevant professional experience (ideally 1-3 years)
- Candidates with executive-level scheduling experience looking to expand into a broader operations role will be given priority consideration
- Experience working with principals and their staff, such as senior business executives or elected officials
- Proficient with technology hardware and software including Google Suite, Excel, PowerPoint, Zoom, etc.

### **Apply**

Compensation is competitive and commensurate with experience. EIG provides generous health care and retirement benefits and a generous paid time off and holiday schedule. Applicants should email their resume and cover letter to [careers@eig.org](mailto:careers@eig.org) with the subject line “Executive Assistant and Outreach Coordinator”. The candidate will start ASAP. This is a hybrid position that combines regular in-person presence at our Washington, D.C. office with the option of one to two days of remote work each week.

*EIG is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, gender, gender identity, parental or pregnancy status, national origin, sexual orientation, age, citizenship, marital status, disability, or Veteran status.*