

Operations and Events 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 **Operations and Events Coordinator** reports to the Chief of Staff and plays an integral role in managing the organization's day-to-day operations and events. This position is ideal for a candidate interested in pursuing a nonprofit management career 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 under pressure.

Operations, Administration, and Scheduling (40%)

- Proactively lead all aspects of office management, including maintaining office supply inventory, troubleshooting operational and administrative issues that arise for staff, and liaising with building management;
- Collaborate with IT vendor to ensure technology updates, device inventory, and support requests are effectively managed;
- Organize, schedule, and coordinate logistics for calls and meetings among Executive Team, staff, and external stakeholders;
- Manage all aspects of travel logistics for staff in a timely and detailed manner;
- Create and maintain electronic and physical filing and contact management systems;
- Manage and coordinate three principals' calendars and daily schedules to ensure efficiency and productivity; and
- Provide support for a range of other activities and special projects across teams.

Event Management (30%)

- Assist with planning and executing in-person and virtual events, including conferences, receptions, roundtables, and salon dinners, managing all stages from budgeting and vendor relations to contract negotiations and on-site execution; and
- Coordinate the development of event collateral (including light graphic design), lead audience development efforts, and manage run-of-show to ensure smooth and professional events.

Recruiting and Hiring (30%)

- Lead organization-wide recruiting and hiring program;
- Manage an efficient interview process that provides a positive candidate experience and ensures candidates' alignment with the role and EIG's mission;
- Utilize diverse recruitment channels to attract a robust pool of qualified candidates; and
- Assist with new staff onboarding.

Qualifications

- B.A. or Associate degree required
- Relevant professional experience (ideally 1-3 years)



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- 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.
- This position requires some evening and weekend work, including occasional travel

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 with the subject line "Operations and Events 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.