



**POSITION TITLE:** Special Assistant to the President and Project Coordinator

**REPORTS TO:** President

**LOCATION:** Washington, DC

### **ORGANIZATION OVERVIEW**

The Joint Center for Political and Economic Studies is a 501(c)(3) non-profit organization based in Washington, DC. Founded in 1970 to support newly-elected Black officials who were moving from civil rights activism into governance, the Joint Center quickly evolved into America's Black think tank. The organization's mission is to inform and illuminate the nation's major public policy debates through research, analysis, and information dissemination in order to improve the socioeconomic status of Black communities in the United States; expand their effective participation in the political and public policy arenas; and promote communications and relationships across racial and ethnic lines to strengthen the nation's pluralistic society.

### **POSITION SUMMARY**

The ideal candidate will have at least 2 years of experience providing executive support in a fast-paced office environment and a strong interest in policy and Black communities. The candidate will also be detail-oriented, organized, collaborative, and proactive to accomplish a variety of tasks assisting the president.

The Joint Center has a small team and operates much like a start-up. The ideal candidate for this position should be entrepreneurial, creative, flexible, and comfortable working in a quickly changing environment. The person will be a critical thinker, a solid communicator, and able to work on a team effectively.

### **KEY ROLES & RESPONSIBILITIES**

- Manage the president's daily business by scheduling internal and external meetings, and pro-actively ensuring that meetings and appointments stay on time regarding the president's schedule; compile the president's daily briefing book of meeting materials;

- Represent the president by welcoming visitors, screening and reviewing correspondence, and addressing questions and meeting requests directed to the president;
- Track and manage internal and external correspondence for the president by prioritizing and appropriately flagging for action;
- Draft correspondence and support the execution of communications and engagement with internal and external stakeholders;
- Arrange travel and meetings; develop itineraries, meeting logistics and agendas;
- Support operational, managerial, and logistical needs of the board of trustees as necessary;
- Complete special assignments, work with the president to establish objectives and align time and resources with objectives, relentlessly prioritize based on evolving opportunities and challenges; adjusting plans; monitoring progress; and problem-solving.

## **MINIMUM REQUIREMENTS**

The successful candidate will

- Possess a Bachelor's degree and 2 years of executive support experience in a fast-paced office setting;
- Express an appetite for public policy questions related to Black communities;
- Take initiative and possess excellent communications skills to ensure solutions and interactions are consistent with the Joint Center's objectives;
- Manage numerous requests/deliverables simultaneously with the expectation of multiple and changing priorities;
- Display excellent and versatile writing skills including the ability to compose strong formal business correspondence and other professional documents;
- Exhibit exceptional interpersonal skills and judgment under stress and deadlines;
- Exercise a strict level of confidentiality and use professional judgment and discretion;
- Perform a variety of complex administrative work;
- Manage special projects as they arise;
- Exhibit outstanding interpersonal skills, including patience, tenacity, flexibility, resilience, and high energy; and
- Embody the Joint Center's cultural values, which include a commitment to the Joint Center's mission, empowering Black communities, rigor and commitment to excellence, producing work that has the greatest positive impact on Black communities, constant feedback and growth, rest and self-care outside of work,

collaboration and respect, and taking responsibility for and driving activities under the special assistant's portfolio.

## **HOW TO APPLY**

Interested applicants should send a cover letter, a resume, and writing sample no longer than five pages (may be an excerpt of a longer report or a compilation of shorter pieces) in a single PDF file to the Joint Center at [recruiting@jointcenter.org](mailto:recruiting@jointcenter.org) with "Special Assistant to the President" in the subject line. The deadline for submitting materials is August 10, 2020. No phone calls please.

## **JOB-TYPE, SALARY & BENEFITS**

This is a full-time, permanent position. The salary for this position is competitive relative to comparable positions and comes with an excellent benefits package that includes health, vision, dental, and life insurance.

*The Joint Center is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status.*