



JOB ANNOUNCEMENT – EXECUTIVE ASSISTANT

About Civic Nation

Civic Nation is a non-profit organization that uses organizing, engagement and public awareness to address some of our nation's most pressing challenges. We work with public and private partners to build tools and campaigns that turn great ideas into action. Civic Nation houses a growing number of large-scale public awareness and organizing initiatives. Current initiatives include: It's On Us, The United State of Women, College Promise Campaign, Reach Higher, Better Make Room, Up Next, All In Campus Democracy Challenge, Erase the Hate, Undivided and #VoteTogether.

About the Position

The Executive Assistant will work for the Executive Director and manage multiple components of the day-to-day operations of the organization. Responsibilities will include scheduling, office management, database management, and managing limited social media. The most important responsibility is to be flexible, innovative and willing to find solutions to many different puzzles at once. Civic Nation offers regular professional development and there will be ability for this position to build in time to learn desired new skills.

Requirements

- Strong personal organizational skills;
- Strong writing skills;
- Experience meeting deadlines;
- Willingness to spend significant time scheduling and arranging meetings;
- Familiarity with current technology systems;
- Ability to manage many moving parts and multitask effectively;
- Ability to move projects forward when working with multiple busy people;
- Knowledge of and passion for social justice;
- A positive attitude.

To Apply

Please email your resume and cover letter to info@civiction.org with the subject line: Executive Assistant. The position is based in downtown Washington, D.C. (15th and H NW) with little travel required (location is not negotiable). Salary range is from \$45,000-60,000.

Civic Nation is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. Civic Nation is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis. Civic Nation will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.