



Civic Influencers is a national nonpartisan nonprofit operating across the country, on and off campus, in local communities and states, that empowers young people to build their civic power and increase voting rates amongst their peers. They frame their work through an Organizing, Advocacy and Learning model that equips young people with the skills to dismantle barriers to voting while developing their identities as voters and participants in our democracy.

### **JOB DESCRIPTION: EXECUTIVE ASSISTANT & BOARD LIAISON**

Reports to: Chief Executive Officer  
Classification: Full-time Exempt  
Hybrid: New York, New Jersey, or Philadelphia  
Travel: Some travel required

### **GENERAL DESCRIPTION**

Civic Influencers is seeking a detailed oriented and experienced Executive Assistant & Board Liaison to support the CEO, the Board of Directors & Blue Ribbon Committee, and the organization as a whole across all administrative functions of the organization. The following tasks and duties will fall within the following buckets across the Executive Department including:

#### *Schedule & Logistics Management*

- Manage calendar(s), including arrangement and coordination of all appointments and meetings, both internal and external.
- Coordinate and organize related meeting/prep materials, ensuring all documents/videos/memos/notes are saved to appropriate folders following meetings.
- Monitor and manage email inbox, tracking all responses, deadlines, and other necessary correspondence.
- Triage incoming invitations, interview requests, and press statements, ensuring timely response to all requests.
- Arrange all travel, preparing itineraries, purchasing flights and lodging and managing all other logistics.
- As needed, submit reimbursement requests for all expenses incurred by the CEO during travel.

#### *Board of Directors & Blue Ribbon Committee*

- Manage the scheduling and notification of Board of Directors and Blue Ribbon Committee meetings.
- Prepare agendas, presentations, minutes, resolutions, and other documents & information for print and electronic presentation.
- Liaise with senior staff to prepare department-specific documents in a timely manner.
- Coordinate all meeting logistics, including Zoom set-up and recordings; and, when applicable, accommodations for in-person gatherings.
- Facilitate Board of Directors Engagement Plans to ensure all Board Members are meeting their target goals and gifts for each year serving.
- Schedule new Member orientations.



- Collect and collate Board of Directors & Blue Ribbon Committee information, including headshots and bios, for inclusion on Civic Influencers' website and grant applications & reports.
- Maintain and organize Board of Directors & Blue Ribbon Committee official records and archives.

#### *Stakeholder Engagement & Operations*

- Assist with materials, preparation, and execution of fundraising initiatives such as special meetings, proposals, and reports.
- Coordinate with the Chief of Stakeholder Engagement to ensure all senior staff have appropriate calendar invites and documents for relevant meetings.
- Perform other duties and assist in special projects as assigned.

#### *Miscellaneous*

- Coordinate technological support for the CEO and other members of the C-Suite via Zoom, Google Suite and other platforms as needed.
- Work with C-Suite leaders to advance organizational projects and priorities on behalf of the CEO.
- Prepare materials as needed for staff meetings and external meetings.
- Other related duties as assigned.

#### **Qualifications and Skills**

- Bachelor's degree in the Humanities, Communications, Political Science, a related field or equivalent experience.
- 3+ years of experience, with at least 2 years supporting the CEO or President.
- Demonstrated ability to manage strategic planning while being able to respond to short-term organizational needs.
- Familiarity with and understanding of CRMs and other content management databases, experience with Salesforce a plus.
- Proficient on Google Suite, including Google Sheets and Google Slides.
- Working knowledge of Tableau and Slack a plus.
- Excellent interpersonal and verbal communication skills; including the ability to communicate effectively and professionally with other staff, partner organizations, elected and appointed officials, corporate/business representatives, and community members.
- Commitment to transparency, accountability, and direct communication.
- Ability to work independently as well as collaboratively in a fast-paced environment with multiple priorities and tight deadlines.
- Ability to manage highly sensitive, confidential information using excellent judgment at all times.
- Must have a commitment to DEI and cultural competency, including an awareness of one's own cultural worldview, a welcoming attitude towards cultural differences, an appreciative knowledge of different cultural practices and worldviews, and cross-cultural skills.



### **Desired Experience**

- Experience working in a movement organization, including ones focused on Voting Rights, Social Justice, Civil Rights or Youth.
- Experience working with or within a higher education institution, People of Color Serving Institutions (PoCSIs, e.g., HSIs and HBCUs) a plus.
- Fluent in multiple languages is a plus.

### **Other Requirements**

- Must complete data visualization and data gathering training hosted by Tableau, and other training as required.
- Extremely reliable and available on evenings and weekends for occasional events and conferences.

## **COMPENSATION**

### **Salary**

Salary range for this position is \$52,000 - \$58,000. Salary will be commensurate with experience and skills.

### **Benefits**

- Health insurance with employer contribution
- 401K plan with employer match after 6 months
- 13 paid holidays
- 10 days paid vacation
- 12 days paid sick leave

## **HOW TO APPLY**

Start date: Interviews will begin in February 2024 and will continue on a rolling basis until the role is filled. Only applicants who have been selected to move forward in the interview process will be contacted directly.

Email your application to: [hr@civicinfluencers.org](mailto:hr@civicinfluencers.org)

Please email your resume and cover letter with the position title and your name in the subject line. Applicants who do not submit both will not be considered. Please note in your cover letter where you saw this position listed and your availability.

*Civic Influencers is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, age, gender, sexual orientation, disability or class. We value diversity on our team and strongly encourage people of color, Indigenous people, LGBTQIA individuals, people with disabilities and all qualified persons to apply for our open positions.*