



## **Executive Assistant**

The National Immigration Forum (the Forum) advocates for the value of immigrants and immigration to the nation.

Founded in 1982, the Forum plays a leading role in the national debate about immigration, knitting together innovative alliances across diverse faith, law enforcement, veterans and business constituencies in communities across the country. Coming together under the Forum's leadership, these alliances develop and execute legislative and administrative policy positions and advocacy strategies.

Leveraging our policy, advocacy and communications expertise, the Forum works for comprehensive immigration sound border security policies, balanced enforcement of immigration laws and ensuring that new Americans have the opportunities, skills, and status to reach their full potential.

Visit our website at [www.immigrationforum.org](http://www.immigrationforum.org) for detailed information about the Forum.

This position is ideal for an organized, incredibly competent go-getter that always figures out a way to get the job done and is interested in working for an advocacy organization.

Reports to: **Executive Director and Deputy Director**

Responsibilities:

- Provide support to the Executive Director, Deputy Director, and designated senior staff by managing all aspects of travel, external and internal meetings and other activities as requested
- Manage the Executive Director's and Deputy Director's calendar including accurate scheduling and re-arranging appointments as needed to accommodate changing schedules and meeting opportunities. Interact with executives, assistants and consultants to coordinate a variety of appointments and meetings. On an as needed basis, provide similar support for other senior staff
- Make travel arrangements for multi-leg trips spanning multiple time zones. Collect and organize materials for travel and meetings, including air, hotel, and rental car reservations and boarding passes. On an as needed basis, provide similar support for other senior staff
- Responsible for advance planning of all travel for Executive Director and Deputy Director. Engage senior staff to ensure necessary meetings are arranged with Board members, donors, press, allies and others
- Coordinate with senior staff to effectively manage Executive Director's and Deputy Director's schedules with call lists to Board members, donors, press, allies and others. Be sure Executive and Deputy Directors complete tasks and report back to senior staff with results
- Prepare travel expense reports, credit card expense reconciliations and expense reimbursement requests for the Executive Director, Deputy Director and designated senior staff
- Support weekly staff meetings, senior staff meetings, executive team meetings and other meetings with notices, agendas, notes and ensuring follow-up on actions discussed

- Coordinate and communicate with development, program and administrative staff to ensure appropriate connections across the organization as the Executive and Deputy Directors' activities relate to other areas of the organization
- Draft presentations and responses to inquiries as needed; convert information into *PowerPoint* or other presentation formats
- Manage and maintain accurate board member information. Coordinate all aspects of quarterly board meetings
- Arrange catering for staff events
- Manage the reception desk
- Perform other duties and projects as required by the Executive or Deputy Directors

**Education:** Undergraduate degree or equivalent required.

**Required Experience and Qualifications:**

- Must pay careful attention to detail
- Must be a self-starter
- Must exercise good judgment
- Must like operating in an intense, fast-paced operation
- Must possess strong writing and editing skills
- Demonstrated ability to organize, prioritize, and complete work independently
- Ability and flexibility to take on a wide range of tasks
- Requires great people skills and the ability to function in a position that provides support to and takes direction from two executives in fast paced environment
- Good knowledge of office support functions including database management
- Strong computer skills, including advanced knowledge of *Microsoft Outlook, Word, Excel, and PowerPoint*
- Extensive experience making complex travel arrangements

**Preferred Experience and Qualifications:**

Preference will be given to candidates with one or more of the following qualifications:

- One to three years of progressive experience related to office coordination and support
- Experience with executive-level support
- Knowledge of *Salesforce* software
- Non-profit experience

The National Immigration Forum offers a very competitive salary and benefits package, including health and dental insurance and a retirement plan. The Forum is an equal opportunity employer and women, people of color and ethnic minorities are strongly encouraged to apply.

Candidates are encouraged to apply on or before November 13, 2015; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to: [resume@immigrationforum.org](mailto:resume@immigrationforum.org) and include "Executive Assistant" in the subject line.