



## **Administrative 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, 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: Director of Finance and Operations**

- Provide support to the Senior Staff (Directors of Communications, Constituencies and Policy and Advocacy) by managing all aspects of travel, external and internal meetings and other activities as requested, including Forum fly-ins.
- Manage the Senior Staff calendar including 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.
- Make travel arrangements for multi-leg trips spanning multiple time zones. Collect and organize materials for travel and meetings, including air/hotel/rental cars reservations and boarding passes for Senior Staff. On an as needed basis, provide similar support for other Senior Staff.
- Manage logistics for events as assigned by Senior Staff by making all arrangements for conference calls and in-person meetings, including reserving meeting space, catering, equipment, etc.
- Assist with the updating and maintaining our Salesforce database, website and email distribution lists.
- Assist with scheduling meetings for Senior Staff members, including notices, agendas, and notes and ensuring follow-up on actions discussed.
- Prepare travel expense reports, credit card expense reconciliations and expense reimbursement requests for Senior Staff.
- Provide back up for the Executive Assistant as support for staff meetings and executive team meetings, including sending notices, agendas, and taking notes; and ensuring follow-up on actions discussed.

- Assist with arranging catering for all-staff events.
- Manage the reception desk with the Executive Assistant.
- Perform other duties as required by Senior Staff.

**Education:** Undergraduate degree required.

**Qualifications:**

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.

- One to three years of progressive experience related to office coordination and support. Experience in the areas of executive level support a plus. Non-profit experience also a plus. Must like operating in an intense, fast-paced operation.
- Demonstrated ability to organize, prioritize, and complete work independently.
- Must be a self-starter with good judgment, and the 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/takes direction from an executive.
- Good knowledge of office support functions including database management.
- Strong computer skills, including advanced use of Microsoft office particularly 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:

- Experience with Wordpress
- Experience with Salesforce

**Salary:** Negotiable - depending on experience.

The National Immigration Forum is an equal opportunity employer and women, people of color and ethnic minorities are strongly encouraged to apply.

***Applicants are encouraged to apply by September 30, 2016; 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 “**Administrative Assistant**” in the subject line. Applications submitted without the required information will not be considered.