



## **Executive Coordinator**

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 and 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 more information about the Forum.

### **Reports to: President & CEO and Vice President & COO**

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.

### **Responsibilities:**

- Provide support to the President & CEO by managing all aspects of travel, external and internal meetings and other activities as requested
- Manage the President & CEO's calendar including accurate scheduling and re-arranging appointments as needed to accommodate changing schedules and meeting opportunities.
- Interact with individuals inside and outside of the organization to coordinate a variety of appointments and meetings involving the President & CEO. On an as needed basis, provide similar support for other executive staff.

- Manage and maintain accurate board member information, including board records, minutes, timelines and potential board member research.
- Coordinate all aspects of quarterly board meetings.
- 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 leadership staff.
- Oversee advance planning of all travel for President & CEO. Engage leadership staff to ensure necessary meetings are arranged with Board members, donors, press, allies and others.
- Coordinate with leadership staff to effectively manage President & CEO's schedules with call lists to Board members, donors, press, allies and others. Be sure President & CEO completes tasks and reports back to leadership staff with results.
- Prepare travel expense reports, credit card expense reconciliations and expense reimbursement requests for the President & CEO
- Support weekly staff meetings, leadership staff meetings, executive team meetings and other meetings with notices, agendas, notes and ensuring follow-up on actions discussed
- Help research and draft presentations and responses to inquiries as needed; convert information into *PowerPoint* or other presentation formats
- Provide administrative support to the Strategic Partnerships (development) team, including coordinating weekly meetings, performing donor database entry and maintenance in Salesforce, and assisting with development events.
- Assist with logistical aspects of the annual Leading the Way convening, including speakers, program, registration, technology, and schedule.
- Arrange catering for staff events
- Plan, schedule and organize bi-monthly staff trainings, in coordination with the COO
- Plan, schedule and organize staff morale events, such as birthday and end of year celebrations and monthly get togethers
- Manage the reception desk
- Serve as a back up to the Senior Administrative Coordinator
- As capacity allows, provide support on small projects to staff across the organization
- Perform other duties and projects as required by the President & CEO or the COO

### **Required Experience and Qualifications:**

- Minimum of two years relevant professional experience or a bachelor's degree
- Must pay careful attention to detail and have strong organizational skills
- The ability to both manage up and respond positively to constructive feedback
- Experience making complex travel arrangements and managing events, including scheduling, planning, on-site management, catering and logistics.
- Be a self-starter and exercise good judgment

- Excellent written and oral communication skills
- Able to successfully work independently in a fast-paced work environment, balancing multiple projects at once while meeting deadlines.
- Possess great people skills and the ability to function in a position that provides support to and takes direction from two executives
- Be able to work collaboratively across the organization
- Strong computer skills, including advanced knowledge of *Microsoft Outlook, Word, Excel* and *PowerPoint* and the interest and ability to learn new software
- Provide administrative support including scheduling meetings and staff travel
- Commit to the mission and goals of the National Immigration Forum.

**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
- Have experience using Salesforce to track customer and donor experiences
- 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 National Immigration Forum is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment. People of color, ethnic minorities and women are strongly encouraged to apply.

**Salary:** Starting salary \$40,000 – \$50,000 per annum, based on experience.

Please send cover letter and resume and salary requirements to: **resume@immigrationforum.org** and include “**Executive Coordinator**” in the subject line. Applications submitted without the required information will not be considered. Please note this position is Washington DC-based.