



Administrative Assistant

Verified Voting (www.verifiedvoting.org) is a leading national not-for-profit, non-partisan organization focused exclusively on the critical role technology plays in election administration. Through education and advocacy, our mission is to strengthen democracy for all voters by promoting the responsible use of technology in elections. Now more than ever, Verified Voting's work is influential and necessary.

We are seeking a superstar Administrative Assistant to support our mission-driven team. This person will work directly with and report to the organization's new President & CEO, as well as the Operations Officer. Our ideal candidate is someone who is a dependable, detail-oriented, self-directed contributor prepared to play a key role in expanding the organization's capacity to achieve its mission.

This is a full-time, fully remote position.

What You'll Do: Key Responsibilities

60% - Executive Assistant Duties

- Manage the President & CEO's calendar (e.g. coordinating internal and external meetings, and travel logistics) and keep her informed of upcoming commitments and responsibilities.
- Compose and prepare correspondence, and respond to inquiries.
- Collect and prepare information for meetings.
- Provide a bridge for smooth communication between the President & CEO and rest of the staff, including coordinating the President & CEO's outreach activities.
- Serve as the primary point of contact for internal and external constituencies on all matters about the President & CEO.
- Prepare clear, concise and organized staff reports and memos.
- Arrange and handle all logistics for Board meetings and events.

40% - Team-Wide Support Duties

- Keep track of donor correspondence and donation records, including handling monthly reconciliations of donations received through the organization's various channels.
- Assist with data entry and integrity of CRM systems (particularly Salesforce).

- Handle routine clerical tasks, such as monitoring and responding to organizational and departmental inquiries and correspondence.
- Provide administrative support to Operations, Development, Communications, and Program teams.
- Maintain excellent organization of all digital files for easy access.
- Support in-person and virtual events and meetings, such as logistics planning, managing material inventory, and tracking and shipping.
- Support team travel arrangements as needed.
- Support virtual team-building activities to maintain our positive team culture.

What You'll Bring: Qualifications and Personal Attributes

- 2 years' minimum experience in a similar role, including supporting C-level executives.
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Nonprofit board experience is highly preferred.
- Strong interpersonal skills including verbal and written communication skills, with a high degree of professionalism.
- Exceptional organizational skills and impeccable attention to detail.
- Ability to make appropriate, informed decisions regarding priorities and available time.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Expert Proficiency in MS Office, especially Microsoft Powerpoint and Excel, and Google Suite of apps
- Experience with platforms including Salesforce, MailChimp, Asana, Zoom, and Slack.
- Excellent time management and recordkeeping skills.
- Experience working within a remote, cross-functional team environment.

To apply, please send a cover letter and resume to jobs@verifiedvoting.org. Salary range \$45K-\$50K commensurate with experience. Our benefits package includes 100% employer-paid medical and dental/vision insurance for employees, a 403b retirement plan, a monthly remote work stipend, 3 weeks' annual paid vacation, paid sick and

Verified Voting

personal time off, and 11 paid company holidays per year that includes a floating holiday of your choice.

Join us!

We value multiple perspectives and viewpoints from diverse constituencies because we recognize that diversity informs more effective solutions. We value the wide-ranging perspectives that our colleagues and collaborators bring to the table and we create an environment for all voices to be heard. Verified Voting is an equal opportunity employer.