



## **Position: Executive Assistant**

The Center for Effective Government (CEG) seeks to connect national policy issues and debates in Washington, DC, with the lives and concerns of everyday people in communities across the country. We aim to help Americans understand why the public sector is important to their hopes and aspirations and to draw them in to learn more, demand more, and engage with our government to ensure it is responsive to their priorities. For more than three decades, the Center for Effective Government (formerly OMB Watch) has helped the American people understand how the federal government works and how public money is spent. Our mission is to build an open, accountable government that invests in the common good, protects people and the environment, and advances the national priorities defined by an active, informed citizenry. We work to improve the public's understanding of the essential role that government plays in our lives through our partnerships, policy analysis, commentary, new ideas, and new tools for civic engagement.

The Executive Assistant is key position for the organization. The successful candidate will be energetic, upbeat, responsible, curious, confident, and discreet. He or she will become a repository of information about the organization, its activities, and the President's contacts and priorities and will have the judgment to know how and when to use this information. He or she will have the experience, skills, and flexibility to manage the President's priorities, staff needs, and organizational priorities and to keep the President on task and on track.

## **Specific Job Responsibilities**

- Manage and maintain the President's calendar. This requires familiarity with a broad range of contacts and the ability to juggle priorities – with charm.
- Work closely with the Development Director to manage timelines and due dates relating to fundraising, grant reports, and meetings with funders.
- Act as a liaison to CEG's Board of Directors and program directors.
- Make travel arrangements as needed.
- Plan and execute logistics for staff and board meetings, including taking board minutes and ensuring follow up.
- Draft emails and edit documents.
- Answer and screen telephone calls for the office.
- Reconcile the President's timesheets, credit card statements, and reimbursements.
- Maintain the President's electronic and hard copy files.
- Work with the President on special projects.

- Manage confidential personnel and financial information.
- Other duties as assigned.

### **Supervision and Leadership**

The Executive Assistant will report to the President.

### **Requirements**

- Bachelor's degree and a minimum of 5 years' experience as an Executive Assistant or administrative assistant
- Excellent communication skills, a sense of humor, the capacity to effectively organize and manage information, good judgment, and good people skills
- Meticulous with details
- Experience using Word, Excel, PowerPoint, Outlook, and Access
- Excellent problem solver and prioritizer
- A commitment to the Center for Effective Government's core values of inclusion, openness, and social justice
- Good references

### **Salary and Benefits**

- The salary range is commensurate with relevant experience.
- All new employees receive paid vacation, 17 paid holidays, and paid sick and personal leave. We offer a retirement plan and long-term disability insurance.
- Our office is located in the lively Dupont neighborhood of Washington, DC. It's Metro-accessible, and we offer access to Metro SmartBenefits.

### **How to Apply**

Email the following to "Hiring Committee" at [mfair@foreffectivegov.org](mailto:mfair@foreffectivegov.org) (please be sure to mention where you saw our job advertised):

- A cover letter explaining your interest in the position and our organization
- Resume

*The Center for Effective Government is an equal opportunity employer and we encourage women, veterans, and people of color to apply. We do not discriminate against any employee or applicant for employment on the basis of race, color, national or ethnic origin, religion, sex, age, physical disability, pregnancy, sexual orientation, gender identity, veteran status, or length of time spent unemployed. This position is not part of CEG's collective bargaining unit represented by IFPTE Local 70.*