



Executive Assistant (Temporary, Part-Time)

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance health equity in our nation's capital seeks

an **Executive Assistant** to play an important role in shaping DC Greens' growth at a pivotal moment. This is an exciting opportunity to join a dynamic team embracing new leadership, new opportunities, and the era-defining possibility of a new social contract that recognizes healthy food as a human right. This position reports to the Executive Director.

As a 'right hand' to the Executive Director (ED), the Executive Assistant will be an accountability and thought partner to a driven, emerging leader with a bold vision for building community power. The ideal candidate will exercise impeccable judgment in a variety of situations, have deep administrative knowledge, and will balance multiple deadlines with ease. The Executive Assistant must be able to work under pressure handling a range of responsibilities while maintaining a high standard of professionalism and confidentiality.

Essential Job Responsibilities

Administrative Support

- Manage ED communications, i.e. answering calls, monitoring the ED's inbox and calendar, sending emails, text messages, letters and associated communication
- Draft, copyedit and send ED updates and announcements to board, staff, and partners
- Manage ED engagements including scheduling, making travel arrangements, and working with internal and external partners to coordinate talking points
- Schedule and attend internal meetings, prepare agendas, take notes and provide additional logistical support
- Support ED in meeting financial responsibilities, i.e. processing receipts and managing budget data
- Support the execution of organizational strategy across different platforms, i.e. Asana, Network for Good, Mailchimp

Development Support

- Coordinate and communicate Board meeting logistics including scheduling, planning and set up
- Maintain Board manual and ensure that active board lists, demographic information, and other resources are kept up to date
- Assist in preparing briefings and/or doing background research for partner, sponsor, and donor meetings
- Follow up on donor and funder meetings with requested documents and collateral
- Support the ED in managing a portfolio of 25 - 40 prospective and current individual donors, corporate sponsors and funders, creating action items, reminders and detailed notes

- Additional related duties as assigned

Qualifications

- 5 years work experience with 3+ years in an administrative role
- Extremely well organized, detail-oriented, and passionate professional
- Outstanding written and verbal communication skills
- Able to execute on multiple projects and deadlines with minimal supervision
- Can self-start and work independently as well as efficiently
- Exercises excellent judgment and discernment with a high level of emotional maturity
- Proficient in Google Suite, Asana, Slack, or similar task/project management software
- Commitment to the vision and mission of DC Greens
- Resident of Washington, DC or surrounding areas—some in person responsibilities required

Preferred

- Experience supporting executive leaders in a non-profit or public health setting
- Comfort with task management and design tools like Asana, Canva, Google Presentations, Mailchimp, and Slack

Salary & Benefits

This is a part-time (32 hours/week), temporary (April through December), exempt, salaried position with a non-negotiable salary of \$53,160 to \$57,360 commensurate with experience. DC Greens offers a generous benefits package (medical/dental/vision, 13 days PTO) and a flexible schedule.

How to Apply

If interested, email a resume to hr@dcgreens.org. Please put “Temporary Executive Assistant” in the subject line and your resume as a single attachment labeled “LAST NAME, FIRST NAME_Application.” **Applications will be accepted on the rolling basis with priority given to applicants that applied by March 23, 2023, 11:59 pm EST.** Anticipated start date is **April 16, 2023.**

*DC Greens is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, bilingual and bicultural individuals, people who have experienced poverty, women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.*