



Executive Assistant (Full-time, 40 hours/ week)
URGE- Unite for Reproductive & Gender Equity

Position Summary: URGE seeks an energetic and proactive professional for a full-time position to support the office of the Executive Director in a fast-paced, values-driven reproductive justice nonprofit. Working closely with the Executive Director, the executive assistant will provide support in the areas of organization administration, Board of Directors' relations, scheduling, and event coordination. URGE envisions a world where all people have agency over their own bodies and relationships and the power, knowledge and tools to exercise that agency. Working with young people ages 18-30, we provide training, field mobilization, and national leadership to move policy, systemic and cultural change—and win real victories for campuses and communities!

Essential Responsibilities Include:

Executive Support Completes a broad variety of administrative tasks for the E.D. including : managing an extremely active calendar of appointments, completing expense reports; composing and preparing confidential correspondence; arranging complex and detailed travel plans, itineraries, and agendas; compiling documents for travel-related meetings. Plans, coordinates and ensures the E.D. schedule is followed. Researches, prioritizes, and follows up on issues/concerns addressed to the Executive Director, including those of a sensitive or confidential nature. Works closely with the Executive Director to keep her well informed of upcoming commitments and responsibilities, following up appropriately. Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the E.D.'s ability to effectively lead the organization. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with time sensitive deadline pressures. Create and develop visual presentations for the E.D.

Board Support and Liaison Serves as the E.D.'s administrative liaison to URGE board of directors. Coordinate all board meeting logistics, in-house meetings, and office events. Assist board members with travel arrangements, lodging, and meal planning as needed. Maintain discretion and confidentiality in relationships with all board members. Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic format. Manage board materials; catalogue, organize, create all board documents. Other duties as assigned.

Organization Support Works with operations team, communications team, and development team in coordinating the E.D.'s outreach activities. Follow up on contacts made by the E.D. and supports the cultivation of ongoing relationships. Edit and create acknowledgement letters and correspondence from the E.D. to donors and various stakeholders. Manage database and ensure efficient utility by all staff and departments. Manage timely communications and meetings with internal staff.

Qualifications: Demonstrated commitment to sexual and reproductive health and justice, youth activism and leadership, abortion rights, and LGBTQ liberation. Highly resourceful team-player, with ability to be effective independently. Excellent organizational abilities; especially ability to prioritize

multiple tasks with excellent attention to detail. Strong interpersonal skills and the ability to build relationships with stakeholders, staff, board members, external partners and donors.

Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response. Demonstrate ability to achieve performance goals and meet deadlines in a fast paced environment. High levels of initiative, dependability, flexibility and humor.

Bachelor degree or equivalent work experience **and** five years of administrative/executive support experience required. Strong, professional written and oral communications. Experience and interest in internal and external communications, and partnership development. Proficient in Microsoft Office (Word, Excel, and Power Point), Google Drive and Google Docs, Facebook, Twitter, and Gmail and Google Calendar. Experience with Nationbuilder database a plus.

Compensation: 50k-\$60k. Excellent benefits.

How to apply: Position available immediately and applications will be reviewed on a rolling basis. Please send cover letter, resume, short writing sample, and the names and contact information of three references to Dominique Jackson, Human Resources/ Operations: djackson@urge.org

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URGE is an equal opportunity employer. People of color, lesbian, gay, bisexual, transgender people and those with disabilities are strongly encouraged to apply.