



POSITION ANNOUNCEMENT: Executive Assistant / Office Assistant

Expected Start: January 2, 2019

First set of interviews will be taken from applications received by November 15, 2018

NETWORK – advocates for justice, inspired by Catholic Sisters (and the organization behind *Nuns on the Bus*) – is seeking an Executive Assistant / Office Assistant. We are looking for a collaborator to play a central role in the integration, organization, and coordination of the entire NETWORK office, and specifically the office of the Executive Director. They are the person who keeps the Executive Director and the office's logistics running smoothly while bringing energy and integrative thinking to the day-to-day office life. They are the primary support to the Executive Director, enhancing the executive's effectiveness by providing information management support, coordinating her written correspondences, and managing schedule and travel arrangements. For the office, they support the day-to-day infrastructure and provide assistance to the leadership team, and all that it takes to run a 21-person office. Success in this position will be achieved by the person's ability to forge strong and productive working relationships and to be perceived by colleagues as honest, reliable, and motivated. The Executive/Office Assistant is a highly-organized, nimble, attentive, customer-service focused, and responsive colleague who is committed to building a Spirit-filled network, the principles of Catholic Social Justice, and the mission of NETWORK.

About NETWORK: A national network of social justice advocates, NETWORK educates, organizes and lobbies for economic and social transformation. Founded in 1971 by Catholic sisters in the progressive spirit of Vatican II, NETWORK works to shape federal policies to be consistent with our values. We work to “Mend the Gaps” in income and wealth disparity and work to create a society and economy of inclusion.

While rooted in Catholic Social Justice, NETWORK is open to all who share our passion for justice. Staff and members are people from a variety of religious and nonreligious backgrounds. As an organization and workplace, NETWORK values work-life balance and strives to be a supportive workplace environment where staff embrace the “Sister-Spirit” of our founders by rooting our understanding in encounter, not ideology; prioritizing the well-being of others; seeing everyone as people first, not just roles; and using humor and being feisty in order to be bold and willing to do the unpopular. We value women's leadership, we appreciate people from religious and secular backgrounds, we affirm members of the LGBT+ community, and we engage in the ongoing work to become a multicultural anti-racist organization. [Read More.](#)

Job Responsibilities

- Coordinates the office of the Executive Director (ED)
 - Provides information management support to the ED, and manages all contacts in Salesforce
 - Assembles ED schedule and controls calendar
 - Ensures ED is fully prepared for all outside meetings
 - Represents the ED to others in phone and email communications
 - Assists with ED correspondence, drafting and producing as necessary
- Arranges the travel of the Executive Director
 - Responds to all ED engagement requests promptly, juggles preferences of requesters with internal realities
 - Successfully plans and communicates ED travel logistics internally and externally
 - Works with staff circle to choose events for ED to attend that feed mission and strategic plans
 - Reconciles ED travel expense charges and invoices sponsored travel costs appropriately
- Assists in the daily operations of the office

- Opens and sorts all mail; endorses donation checks for processing
- Coordinates office supplies, internal infrastructure, and connects staff to the resources they need to get their jobs done
- Serves as liaison with building landlord, as well as postage machine and copier vendors
- Assists the executive team and leadership circle as needed. This may include work on board meetings, racial justice, the Associate program, finance, HR, or other organizational administrative work
- Is an integral member of the Coordinating Circle, providing resources and giving energy to staff development, team building, common areas, wellness, and seeing our work as political ministry. Serves as an integrator and weaver between teams, circles, and leadership
- Participates in organizational activities (planning, evaluation, development) and ensures work of the executive team is integrated into programmatic work
- Opportunity for increased role and compensation after first year

Qualifications:

- 1-3 years of progressive professional experience in office administrative environment including scheduling and travel administration; relevant internships and volunteer experiences will be counted as qualification.
- Bachelor's degree, associate's degree, or college coursework in business preferred but not required. Relevant on-the-job training, community and life experiences will be counted as qualification.
- Experience in a detail-oriented position that required organizational skills, the ability to meet deadlines, the ability to follow direction and take initiative, and the demonstration of a strong work ethic.
- Ability to work under pressure, work independently and on a team, meet deadlines, and manage multiple projects.
- Proficiency in Microsoft Office 2016 or Office365. Experience in Salesforce a plus.
- Strong skills and experience in customer service.
- An excellent listener as well as oral and written communicator.
- Commitment to creating a multicultural, anti-racist organization.
- Familiarity with Catholic Social Justice, faith-based organizations, working with disadvantaged populations, anti-oppression work, and women's leadership development, a plus.
- Proficiency in Spanish a plus.
- Demonstrated skills in adaptability, collaboration, patience, persistence, attention to detail, hospitality, and relationship-building.

Compensation and Benefits

This is a permanent, full-time position in our Washington, D.C. office. Starting pay \$42,900 per year with generous benefit and leave package, including health, vision, and dental insurance; vacation days plus Christmas week off; quarterly all-staff retreat days; and retirement plan, life and disability insurance.

How to apply

Send a résumé and cover letter – as attachments – to employment@networklobby.org. Please include “Executive-Office Assistant” in the subject line and let us know in your email **where you saw our announcement**.

First set of interviews will be taken from applications received by November 15, 2018, and applications will be considered until the position is filled. **NO PHONE CALLS PLEASE.**

It is the policy of NETWORK to conduct all personnel activities in a manner that will ensure equal opportunity for all persons without regard to religion, race, creed, gender, color, age, national origin, marital status, veteran status, disability, sexual orientation, or gender identity or expression. Every employee has the right to work in dignity in an environment free from all forms of discrimination or harassment.