



EXECUTIVE COORDINATOR AND SPECIAL PROJECTS ASSISTANT, IMPACT

The 2020 cycle was historic for IMPACT — culminating in the election of Vice President Kamala Harris, a new Senate majority that AAPI voters in Georgia helped deliver, and several Indian American firsts in public offices across the country. As we look to 2022, IMPACT is poised for continued success in electing diverse candidates to public office, and further, serving as a national voice for Indian American and South Asian communities, and as an ally to other communities of color. This is a great opportunity for an ambitious, efficient and creative individual interested in gaining experience in working on political campaigns, organizing and recruitment. **While this list of responsibilities is not exhaustive, IMPACT seeks an Executive Coordinator and Special Projects Assistant to:**

- Provide daily assistance to the Executive Director to support the organization and growing staff
- Manage all scheduling requests, in-person meetings, phone calls and virtual meetings for the Executive Director, ensuring that the Executive Director is prepared for each conversation
- Serve as an ambassador for IMPACT by interacting with IMPACT stakeholders, including major donors and elected officials by managing IMPACT's initial response to phone and online inquiries
- Support the Executive Director in upwardly managing the IMPACT Board of Directors, responding to all requests and outreach from the Board in a timely manner
- Prepare and draft weekly notes to stakeholders on behalf of the Executive Director
- Oversee coordination and execution of all IMPACT Board Meetings, supporting team members and the Executive Director to ensure each meeting and conversation is structured and that all Board Members have materials in advance of each meeting
- Compose letters, reports, and other correspondence on behalf the Executive Director
- Assist with the writing and editing of press releases, newsletters, or other content as requested by the Executive Director
- Provide support to the Communications & Digital department with social media, website and digital communications tasks as needed
- Work with fellow staff members and consultants on a wide-array of projects as assigned by the Executive Director, bringing a team-player spirit to this role
- Assume additional responsibilities as assigned by the Executive Director

Ideal Qualifications:

- Excellent writing and communication skills with attention to detail in composing and proofing materials, establishing priorities and meeting deadlines
- Demonstrated skill and passion for building political power in underrepresented communities
- 2+ years of campaign, political, advocacy, non-profit, government or corporate experience
- Experience in managing schedules and working with high-level stakeholders
- Demonstrated commitment in the workplace within previous positions and organizations that reflect a desire and dedication to a strong work-ethic, performance and success
- Excellent analytical skills; ability to quickly and independently aggregate and analyze information.



- Familiarity with federal and state campaigns and non-profit advocacy
- A desire to grow as a professional through this experience with a collaborative and positive attitude

Salary & Benefits: The Executive Coordinator and Special Projects Assistant will be employed as a full-time position at IMPACT. Salary and compensation will be based on the candidate's experience and qualifications. While the selected candidate may work remotely, IMPACT will be opening an office based in Philadelphia in 2021. IMPACT is partnering with Mida Associates on this search. To apply, please visit <https://www.iainpact.org/jobs>. If you have any questions or require assistance, please contact Emily Hanna at emily@midaassociates.com. We will be reviewing resumes on a rolling basis until this position is filled.

IMPACT is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, or veteran's status.