



Executive Assistant JOB DESCRIPTION

Job title: Executive Assistant
Supervisor: Executive Director
Location: Philadelphia, PA
Travel Requirements: Limited

About Impact

Indian American Impact ("Impact") is a national organization that elevates the voices of Indian Americans, South Asians, and all historically excluded communities to ensure that every level of government reflects the diversity and values of the people it serves. We envision an inclusive, multi-racial democracy where the Indian American, South Asian, and all historically excluded communities are represented, empowered, and engaged in the pursuit of equity and justice in America.

Position Summary:

The Executive Assistant will support Impact's mission, strategic plan, and growth by positioning the Executive Director for success and helping them work cross-functionally and with diverse internal and external stakeholders to propel the organization forward. This position is ideal for someone who is highly-organized and seeks to grow in a variety of capacities in a national political and advocacy organization.

Duties and Responsibilities:

Calendar management and meeting preparation:

- Directly report to the Executive Director to support day to day operations, the organization's internal meetings, and Impact's growth as an organization
- Manage all external scheduling requests, in-person meetings, phone calls and virtual meetings of the Executive Director
- Coordinate with finance, political, policy, and communications staff to compile a daily briefing book with meeting agendas and background materials
- Manage internal project management database and oversee coordination and execution of team meetings and key follow ups
- Organize ED travel arrangements and prepare expense reports
- Review ED email communications and assist with providing timely responses

Call time management

- Staff the Executive Director during call time
- Track call time activities on EveryAction and ensure follow up materials are sent over in a timely manner



- Complete all necessary followup from daily call time and report back to the Membership and Development Director with progress to goal

Special Projects and Other Responsibilities:

- Assist the ED and Finance and Operations Manager with preparing materials for Impact's Board
- 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

Ideal Qualifications:

The Executive Assistant will be an early to mid-career professional with at least 2 years of experience in providing support to principals. Experience in operations is ideal. Other desired attributes, competencies, and skills include:

- Experience in managing schedules and working with high-level stakeholders with the highest degree of professionalism
- Dedication and passion about building political power in underrepresented communities
- 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 writing and communication skills with attention to detail in composing and proofing materials, establishing priorities and meeting deadlines
- 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
- 2+ years of post-graduate experience in campaign, political, advocacy, non-profit, government or corporate experience

Culture and Compensation:

At Impact, we believe that one of the best ways to invest in our mission is to invest in our team. We offer competitive salaries and a benefits package that includes full healthcare and dental coverage, 401(k) with employer match, three weeks paid time off plus national holidays, 12 weeks paid family leave, and a professional development stipend.. The Executive Assistant will be employed as a full-time position with a salary range of \$50,000 - \$70,000.

How to Apply:

To apply, please complete the form at www.iaimpact.org/jobs and include a resume and cover letter. For questions about the position, please contact Sarah Shah at sarah@iaimpact.org. We will review applications on a rolling basis until 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.