



Jewish Democratic Council of America

Executive Assistant

The Jewish Democratic Council of America (JDCA) is seeking a full-time Executive Assistant to serve a key role in a fast-paced organization, report directly to the CEO, and work in close coordination with JDCA's Director of Operations and Chief of Staff to implement strategic priorities and initiatives.

Duties & Responsibilities:

- Serve as the primary scheduler for the CEO, proactively managing scheduling needs and logistics. This includes, but is not limited to, coordinating with internal and external stakeholders to schedule meetings, public events, travel, and media interviews.
- Supporting the JDCA Board of Directors in scheduling Board meetings, committee meetings, and other JDCA meetings and events.
- Work with JDCA's Chief of Staff to ensure staff access to the CEO for approvals and project reviews.
- Support CEO's preparation for meetings as well as meeting follow up.
- Support the CEO with operational and administrative tasks.
- Perform administrative duties specific to a growing organization, including but not limited to coordinating and staffing meetings for the CEO, Board of Directors, and Board committees.
- Assist JDCA's Chief of Staff and Director of Operations with organizational projects.

Experience & Qualifications

- Bachelor's degree or equivalent work experience.
- Excellent written and verbal communication skills, strong organizational and interpersonal skills, as well as attention to detail.
- 2-3 years of administrative work experience, preferably supporting principals.
- Prior nonprofit and/or political scheduling experience strongly preferred.
- Strong professional ethics and sensitivity in dealing with confidential issues.
- Demonstrated ability to work well under pressure, handle multiple projects simultaneously, and manage work under tight deadlines.
- Flexibility and adaptability in a fast-moving work environment.
- Committed to advancing JDCA's mission.

This role offers great opportunities for growth and mobility within the organization. Salary commensurate with applicant's qualifications, ranging from \$60,000 to \$70,000. JDCA provides generous benefits including paid time off, health/vision/dental insurance, 12 weeks of paid parental leave, and an employee-matched simple IRA. JDCA fosters a collaborative, warm, and welcoming culture.

JDCA is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability, or because he or she is a protected veteran.

TO APPLY: Send a cover letter and resume to info@jewishdems.org and note "Executive Assistant" in the subject line.