

## Project Assistant

The [Voter Protection Program](#) (VPP), a nonpartisan organization focused on the critical role states play in election, voter and democracy protection, is hiring a Project Assistant.

As a recently launched organization, VPP has a small and nimble staff, empowering the Project Assistant to take on a wide range of responsibilities depending on the team's needs. Supporting this fast-paced and energetic team requires a Project Assistant with a "can-do" attitude, a strong attention to detail, and the ability to juggle multiple tasks simultaneously.

The Project Assistant will principally support the Executive Chair of the Board, while providing secondary support to a team of attorneys, policy advisors, and communications professionals. The expected salary for this position is \$50,000.

### Responsibilities:

#### Administrative Support

- Schedule internal and external meetings with a wide range of stakeholders
- Prepare agendas, background materials, and memos for meetings
- Take notes at meetings and keep team members on track to complete any assignments
- Format, proofread, and fact check research, reports, and other materials
- Track key contacts and relationships as the organization adds new partners
- Set up, maintain, and assist team members to stay organized through file systems, document sharing, to do lists, and workstream trackers
- Ensure a strong communication flow among team members by playing a "go-between" role
- Draft emails and correspondence on behalf of the Executive Chair of the Board and other senior staff

#### Research Support

- Conduct detailed and fast fact checking of Op-Ed pieces and other materials
- Develop backgrounders and talking points for interviews and media appearances by VPP team members
- Research and draft background materials on relevant topics for team members

#### Media & Social Media Support

- Communicate and coordinate with reporters and television bookers to schedule and prepare for interviews and TV appearances
- Draft tweets before and after media appearances by team members
- Edit video clips from team members' media appearances

### Requirements:

- Bachelor's degree
- Minimum of 1 year of experience working in a public office, non-profit, advocacy organization, or similar environment
- Experience working with senior executives is preferred
- Ability to use sound judgment and discretion in order to work appropriately with confidential

and/or sensitive information

- Demonstrate strong critical thinking, problem solving, research, and decision-making skills, and be extremely detail-oriented
- Strong written and communications skills
- Ability to work collaboratively with colleagues in a demanding and fast-paced environment
- Display a positive attitude and demonstrate concern for people and community, self-confidence, common sense, good listening ability, and a collaborative attitude
- Some evening and weekend work is required

Offices will be in DC, but this position can be remote in the short term.

This organization is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or any other characteristic protected by law. Women, people of color, LGBTQ individuals, people with disabilities, and veterans are encouraged to apply.

To apply, please send a resume, cover letter, and references to [voterprotectionjob@gmail.com](mailto:voterprotectionjob@gmail.com) with the subject line, "Project Assistant".