



# The National Campaign

to Prevent Teen and Unplanned Pregnancy

## **Executive Assistant**

### **About The National Campaign**

The National Campaign to Prevent Teen and Unplanned Pregnancy works to ensure that all children are born into families committed to and ready to raise the next generation. Our goals over the next ten years are to: 1) reduce teen pregnancy by 50 percent; 2) reduce unplanned pregnancy among women age 18-29 by 25 percent; and 3) reduce racial/ethnic and socioeconomic disparities in teen and unplanned pregnancy rates by 50 percent. We address the complex factors that lead to unplanned pregnancy through policy, research, capacity-building, convening, and strategic communications. We approach our work in an evidence-based, bi-partisan, non-ideological way. We focus on five strategies critical to reducing teen and unplanned pregnancy: 1) Make it the norm among young people to act consistently with their decisions about if and when to get pregnant; 2) Ensure that all young people have a trusted adult or social network with which they can discuss sex, relationships, and their futures; 3) Ensure that everybody has reliable, resonant, and accurate information about sexual health, including all contraceptive methods; 4) Ensure that everybody has full access to the full range of contraceptive methods within 60 minutes of where they live; and 5) Make pregnancy planning standard practice in settings influential in the lives of young people, such as education.

### **Responsibilities**

The Executive Assistant reports to the Campaign CEO and provides support in the following areas:

- 1) Serving as confidential assistant to the CEO in handling documents concerning sensitive or financial matters; ensuring that all activities involving the CEO operate smoothly and effectively; providing administrative support for the CEO, including making travel arrangements, scheduling meetings, maintaining the CEO's calendar, administering the CEO's departmental budget and expense reports, coordinating mailings; and working on special projects, as needed.
- 2) Undertaking such substantive tasks as drafting and editing Campaign correspondence and reports for the CEO, attending events/meetings related to National Campaign business at the request of the CEO; researching various topics, groups, and individuals as needed; and summarizing key articles or issues for the CEO, in coordination as needed with the Communications Department.
- 3) Serving as Corporate Secretary. This role's responsibilities include organizing two Board meetings, two Executive Committee meetings, and receptions for the Board and staff each year, as well as at least one Nominating Committee meeting annually throughout the year. The Executive Assistant will also draft minutes from these meetings; prepare and

- distribute materials for these meetings; act as liaison between the organization and the Board of Directors; communicate with the Board throughout the year as necessary, and maintain current lists of Board, Committee, and Advisory Group members. Assists other departments with the coordination of Advisory Group meetings; helping with materials preparation and meeting planning.
- 4) Serving as the backup to the Office Coordinator when needed; helping to answer phones and manage the reception area.
  - 5) Performing other duties as assigned.

### **Qualifications**

We are looking for someone who will think big, embrace innovation, and seek new ways of addressing issues. S/he will be collaborative and proactive; value diversity of thought, backgrounds, and perspectives; be responsible, conscientious, adaptive, and resourceful. S/he will be able to comfortably embrace a non-ideological “big tent” approach to unplanned pregnancy prevention and be passionate about creating a culture in which all children can thrive.

The Executive Assistant must have a BA or BS degree and at least three years of relevant work experience. Individual must have excellent written and oral communications skills; be able to meet deadlines; be able to work independently and as part of a team; manage multiple projects; possess strong organizational and interpersonal skills; have a keen eye for detail; exercise sound judgment; be discreet and able to honor requests for confidentiality; and work effectively on long-term as well as short-term projects. Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, constituent relationship management databases and Social Media web platforms.

### **Salary and benefits**

This is a non-exempt position. Salary is commensurate with experience and The National Campaign has an excellent benefits package including health, dental, and vision insurance, 403b, flexible spending accounts, flexible work schedules, and generous leave.

The National Campaign is an Equal Opportunity Employer that is committed to a diverse and inclusive workplace. We welcome applications from all qualified individuals and encourage bi-cultural and minority candidates to apply.

### **Application**

Please send a cover letter and resume to:

[recruitment@thenc.org](mailto:recruitment@thenc.org)

Executive Assistant Search  
The National Campaign  
1776 Massachusetts Ave. NW, Suite 200  
Washington, DC 20036