

## **ADMINISTRATIVE ASSISTANT**

Interfaith Alliance, a national 501(c)(3) non-profit organization dedicated to protecting faith and freedom, is seeking an Administrative Assistant to join our Washington, D.C., office.

Too often, the national dialogue around religious freedom favors the beliefs of some over the rights of all. Interfaith Alliance was founded in 1994 to correct this false narrative, cultivated by the religious right and increasingly injected into legislative and legal disputes that threaten our most basic freedoms. We do so by amplifying the voices of diverse people of faith and of no faith to protect freedom of belief, challenge hate, and prevent the misuse of religion to discriminate.

Interfaith Alliance celebrates religious freedom by championing individual rights, promoting policies that protect both religion and democracy, and uniting diverse voices to challenge extremism. Our mission statement can be found here: <https://www.interfaithalliance.org/about-us/our-mission/>

**Position Summary:** The Administrative Assistant will provide administrative and logistical support to our D.C. office. Our team is committed to fostering a mutually supportive working environment. This is a full-time position that reports to the President and interfaces with members of the public, donors, and every staff member on a regular basis.

As an equal opportunity employer, applicants need not identify with a particular faith but must be willing to work on behalf of the issues we support, including combatting religious discrimination, LGBTQ+ equality, separation of religion and government, and other First Amendment issues.

### **DUTIES**

#### **Communication:**

- Manage all incoming mail, including processing donations and updating donor records
- Staff organizational phone lines and connect to appropriate staff
- Communicate with Interfaith Alliance board members regarding upcoming meetings and other business, including preparation of meeting minutes
- Proofread correspondence, reports, and agendas as requested

#### **Operations:**

- Coordinate 4-5 direct mail solicitations per year with staff and external consultants
- Run reports and conduct supporter database maintenance using EveryAction CRM

- Maintain state fundraising registrations
- Assist Interfaith Alliance bookkeeper, as needed

**Office Support:**

- Manage logistics and travel for President and other staff
- General administrative support, as needed
- Participate in staff meetings and events
- Other duties as assigned

**Qualifications:** Ideal candidates will be highly organized self-starters that communicate effectively and excel at multitasking. Attention to detail is critical. Excellent Microsoft Office and Google Suite skills, experience with EveryAction/NGPVan a plus. B.A. preferred.

This is a full-time position with benefits (including fully employer-sponsored health and dental insurance, generous holidays, paid sick and family leave.)

**Location:** The Administrative Assistant will work remotely as is advisable and/or necessary during the COVID-19 pandemic, but the position is based in Washington, DC. During this time, all staff members operate according to the remote work policy in our Employee Handbook.

**Salary:** \$46,000-\$48,000

Email resume and cover letter to [jobs@interfaithalliance.org](mailto:jobs@interfaithalliance.org). In subject line put “**Administrative Assistant**”. No calls please.