Civic Nation is seeking a Special Assistant for Communications & Culture to directly support the Chief Officer of Communications & Culture. The individual in this role will be responsible for assisting with day-to-day operations and scheduling, including but not limited to tasks such as creating memos, organizing travel and accommodation, taking minutes, facilitating communication on behalf of the team. This is a visible position in a fast-paced and heavy content environment that demands a high degree of professionalism, polish, and organization. The position is based in Los Angeles, CA, and reports to the Chief Officer for Communications & Culture.

CIVIC NATION OVERVIEW

Civic Nation serves as a mobilization hub at the intersection of creative communications, community organizing, narrative and culture change strategies, and high-level stakeholder engagement. At Civic Nation we house some of the most innovative campaigns organizing for progress across the country including the It’s On Us, the United State of Women and When We All Vote, Co-chaired by Michelle Obama.

We partner with some of the country’s most influential voices, brands, organizations and institutions and bring together a collection of leading talent with deep expertise in their individual issue area and a collective passion for civic engagement.

RESPONSIBILITIES

- Manage the Chief Officer for Culture, Communications & Media Partnerships’ inbox, calendar/scheduling, prepare correspondence and important memoranda, coordinate meeting logistics and travel, assist in developing and managing operational processes, manage the procurement of office supplies, and other duties as assigned.
- Manage multiple and competing assignments with efficiency, attention to prioritization, detail orientation, and execution.
- Prioritize and carry-out special projects and complex assignments as needed for both When We All Vote and Civic Nation, exercising frequent independent judgement, initiative and tact.
- Regularly interact with senior management, clients, high-profile individuals, and other outside entities.
QUALIFICATIONS

● Requires a high school diploma and 2-5 years of experience administratively supporting a high-level or senior executive.
● Must possess strong written and verbal communications skills, a sound decision-making and prioritization ability, and keen attention to detail.
● Must have excellent calendar and time management skills, including the ability to coordinate complex executive meetings with multiple high-level clients and executives.
● Proficiency in Microsoft Word, Excel, and PowerPoint required; Proficiency in Adobe and other creative software a plus.
● Demonstrated ability to work in a fast-paced environment on multiple projects simultaneously with a commitment to completion of project on a timely basis.
● Must have strong problem-solving skills with an ability to diagnose and resolve complex issues.

SALARY AND BENEFITS

The salary for this position is commensurate with experience. Benefits include paid health, dental, and vision insurance; generous paid time off, access to 401k plan, and more.

TO APPLY

To apply, submit a cover letter and resume to careers@civicnation.org with the subject line Special Assistant. The cover letter should be concise, compelling, and include why you would like to work for Civic Nation. Applications will be considered on a rolling basis.

Civic Nation is an Equal Opportunity Employer. We are committed to diversity among our staff and it is our policy to recruit, hire, train, promote and administer any all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis. Civic Nation does not tolerate any unlawful discrimination and any such conduct is strictly prohibited.