

## Position Profile – Executive Assistant (Part-Time, Temporary)

### Democracy Found and Democracy Found Action

#### Organizational Overview

Our mission is to pass legislation instituting Final-Five Voting: top-five primaries and instant runoff general elections for federal elections in Wisconsin.

- Democracy Found advances this mission through education and outreach activities.
- Democracy Found Action advances this mission through legislative and political outreach activities (i.e., lobbying).

#### History and Support

The Democracy Found initiative was co-founded by Wisconsin business leaders Katherine Gehl and Austin Ramirez in 2018. For more background, see: <https://democracyfound.org/about-us>

#### Position Profile: Executive Assistant

This is an opportunity to be a critical part of the growing nonpartisan electoral innovation movement, focused on powerful and achievable change to realign incentives for elected officials so they are accountable for delivering real results.

In support of and in close partnership with the Executive Director, the Executive Assistant will primarily be accountable for administrative duties, including:

- **Scheduling:** Manage the Executive Director and organization's calendars. This includes proactive outreach and responding to meeting requests.
- **Network Management:** Manage CRM, and provide research and support proactive outreach to expand the network of Final-Five Voting supporters in Wisconsin.
- **Event Support:** Assist in event planning, coordinating, and execution. Manage RSVPs, guest relations, and onsite logistics.
- **Operations and Fundraising Support:** In partnership with the Executive Director, support operations and administration of two tax-exempt entities. This includes donation processing and tracking.

The character sketch of the ideal candidate is as follows:

- Excellent organizational skills and attention to detail, with consistently quality work
- A self-starter who will take initiative, plan ahead, and independently manage multiple projects, priorities and duties
- A problem solver
- Willingness to ask for help, admit mistakes, and modify performance based on feedback
- Experienced with event planning and management, ideally

The qualifications for the ideal candidate are as follows:

- At least 2 years of experience in professional environment/office setting
- Proficiency in Microsoft Suite (including primarily Outlook, Excel, and Word), Salesforce (ideally, or other CRM), WordPress (CMS)
- English proficiency
- Able to work legally in the United States

Position details:

- Remote work, with the ability to periodically meet in-person and staff events in Wisconsin
- Non-exempt, hourly position, pay range \$25-35 per hour (depending on qualifications)
- 2 hours per day, 5 days per week
- Now – December 15, 2021; with the week of Thanksgiving off and the potential for continuing this role in January 2022

While this profile is intended to be an accurate reflection of the most significant duties of the current position, it is not necessarily exhaustive of all responsibilities, duties, efforts, requirements or expectations. Other duties may be assigned as necessary.

*All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, gender, sexual orientation, marital status, age, national origin, physical or mental disability, veteran's status, citizenship status or any other protected status under applicable laws or regulations.*

*We encourage individuals of all backgrounds to apply. If you are a qualified candidate who needs reasonable accommodations to apply for this position, please contact us.*

## Candidate Application Information

For full consideration, please email all three items below, combined into one document/attachment, to [sara@democracyfound.org](mailto:sara@democracyfound.org):

1. A brief **letter** describing your qualifications for the Executive Assistant position;
2. A detailed and updated **resume**; and
3. The names of, your relationship to, and contact information for, **two professional references**.

Please note:

- References will not be contacted until a candidate has been notified.
- Background and verification checks will subsequently be performed, with candidate permission, and are required to be hired for this position.
- All inquiries and interactions with potential candidates are kept in confidence.