

**Job Title:** Executive Assistant / Special Assistant to the National Executive

**Location:** Washington, D.C.

**Organization:** American-Arab Anti-Discrimination Committee (ADC)

**About the Organization:**

The American-Arab Anti-Discrimination Committee (ADC) is the largest grassroots civil rights organization committed to defending the rights of Arab Americans and promoting a more inclusive society. Since its founding in 1980, ADC has worked tirelessly to protect Arab Americans against discrimination, stereotyping, and unjust policies. Through legal advocacy, public education, and community outreach, ADC addresses issues affecting the civil liberties, political rights, and cultural dignity of Arab Americans across the country. Our mission also includes fostering understanding and cooperation between diverse communities and advocating for social justice.

**Job Summary:**

The ADC seeks a highly organized, detail-oriented, and proactive Executive Assistant / Special Assistant to support our National Executive in Washington, D.C. This vital role is responsible for managing daily operations, supporting strategic initiatives, and ensuring effective communication across the organization and with external stakeholders. The ideal candidate will have experience in a fast-paced, mission-driven environment and will be deeply committed to ADC's mission. Familiarity with Arab culture and the issues facing Arab Americans is a plus but not required.

**Key Responsibilities:**

*Administrative Support*

- Serve as the primary gatekeeper for the National Executive, managing emails to prioritize urgent requests, coordinating high-priority meetings, appointments, and travel logistics, and proactively adjusting his schedule to meet shifting priorities.
- Anticipate the executive's needs and proactively solve problems by preparing necessary information or resources in advance, addressing potential issues before they arise, and making quick, informed decisions on scheduling, correspondence, and urgent requests.
- Oversee the preparation, review, and organization of correspondence, reports, and presentations to ensure seamless communication and workflow.
- Handle expense reports, reimbursements, and ensure timely and accurate processing to maintain financial organization.
- Maintain an organized filing system for documents and handle confidential information with discretion.

*Strategic Project Assistance*

- Support the National Executive in strategic planning by preparing background materials, conducting research, and tracking progress on key initiatives.
- Prepare briefs, reports, and presentations for internal and external stakeholders to facilitate clear and effective communication.
- Coordinate and monitor special projects, ensuring timelines are met and tasks are executed efficiently.

- Manage relationships with board members, donors, and high-profile partners by maintaining regular communication and coordinating meetings.

#### *Communication and Stakeholder Management*

- Support the National Executive in strategic planning by preparing background materials, conducting research, and tracking progress on key initiatives.
- Prepare briefs, reports, and presentations for internal and external stakeholders to facilitate clear and effective communication.
- Coordinate and monitor special projects, ensuring timelines are met and tasks are executed efficiently.
- Act as a liaison to board members, donors, and high-profile partners by facilitating regular communication and coordinating meetings on behalf of the National Executive.

#### **Qualifications:**

- Bachelor's degree in Business Administration, Nonprofit Management, Communications, or a related field.
- Minimum of 3-5 years of experience as an Executive Assistant, Special Assistant, or similar role supporting senior leadership, preferably in a nonprofit or mission-driven organization.
- Excellent written and verbal communication skills with attention to detail.
- Strong organizational skills with the ability to prioritize tasks and manage multiple projects simultaneously.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with project management and communication tools (e.g., Asana, Slack).
- Ability to maintain confidentiality, exercise discretion, and work with a high degree of professionalism.
- Strong interpersonal skills, with a proactive approach to problem-solving and a high level of emotional intelligence.

#### **Preferred Qualifications:**

- Experience in nonprofit or public sector organizations, particularly in an advocacy-focused or member-driven environment.

#### **Why Join Us:**

This is a unique opportunity to work closely with a dedicated leader and make an impact in the nonprofit sector. Our organization values professional growth and is committed to fostering a collaborative and inclusive environment. Join us in advancing our mission and making a meaningful difference in the lives we serve.

#### **To Apply:**

Please submit your resume, a cover letter detailing your qualifications and interest in the position, and three professional references to [jobs@adc.org](mailto:jobs@adc.org). Applications will be reviewed on a rolling basis until the position is filled.