

## **Special Assistant**

### **Position Available**

The Food Research & Action Center (FRAC) is looking for a Special Assistant to support FRAC's mission by working directly with the President and Chief of Staff to provide administrative and strategic support at a fast-paced, team-oriented, and mission-driven non-profit organization. FRAC works to improve and implement effective public policies and public-private partnerships to eradicate hunger and undernutrition in the United States. FRAC engages in research, policy analysis and advocacy, coalition-building, outreach, technical assistance and training, and an array of communications strategies. In partnership with hundreds of national, state and local nonprofit organizations, public agencies, corporations and labor organizations, FRAC addresses hunger and food insecurity, and poverty as their root cause. This position reports directly to FRAC's Chief of Staff.

The role requires careful attention to detail, discretion, an ability to take initiative, critical thinking, and a collegial attitude. The individual will be responsible for supporting a variety of activities. Strong candidates will have an interest in the public policy landscape and be a quick study. Also, they will be detail-oriented, have strong organizational, writing, and communications skills, and able to work collaboratively with all levels of staff.

### **What's attractive to the right candidate?**

- Managing a broad portfolio of responsibility, you will be critical to our organization.
- An opportunity to learn about nonprofit organizational operations and strategy.
- You will be joining an effective, committed, high-performing group of colleagues who are well-regarded in the community.

### **Key responsibilities include, but are not limited to:**

- Provide support to the President and Chief of Staff, managing prioritized projects, and executing administrative tasks.
  - Manage President's schedule, including daily calendar and contacts.
  - Organize preparatory and logistical materials and presentations for meetings and events.
  - Assist in the development and execution of labor relations policies, ensuring alignment with collective bargaining agreement, and future collective bargaining.
  - Track and support completion of the President's responsibilities and ongoing list of priorities.
- Coordinate all Board of Directors-related administrative and logistic efforts:
  - Manage Board and committee calendars.

- Prepare and execute materials and logistics for three annual Board meetings, plus committee meetings & reports.
- Take minutes at all Board and Board committee meetings.
  - Compile and draft Board reports, work plans, year-end review, and related materials.
  - Keep up-to-date records of Board decisions, participation, projects and other relevant matters.
  - Coordinate Board Member attendance and participation in special events and projects related to FRAC's work.
- Support the President in her work on Development-related activities:
  - Assist in the creation of materials and follow up resources for funders.
  - Assist President in funder engagement and management.
- Support FRAC Staff
  - Coordinate all staff meetings.
  - Coordinate senior leadership team meetings.
  - Assist on specific projects, as assigned.
- Handle confidential information.

**A well-qualified candidate will possess the following:**

- Display excellent and versatile writing skills including the ability to summarize detailed information, develop initial drafts, and revise materials for new audiences.
- Proactive and clear communications.
- Demonstrate knowledge and application of project management principles.
- Utilize sophisticated problem-solving capabilities and critical thinking.
- Demonstrate an ability to clearly and consistently demonstrate respect, professionalism, and sound judgment with all people.
- Have an understanding of and interest in FRAC's public policy areas.
- Exercise high and strict levels of confidentiality and use professional judgment and discretion.
- Demonstrated proficiency in Microsoft 365 applications such as Teams, OneDrive, SharePoint, Outlook, Word, Excel and PowerPoint, and other web-based applications;
- Bachelor's degree required; 1-3 years of work experience.
- Demonstrated commitment to working for social justice.
- Ability to work independently and collaboratively.

**Salary/Benefits**

The salary range for this position is \$66,900 - \$82,000. Generous leave, health, retirement and other benefits.

**To Apply**

Click [here](#) to submit your resume, cover letter and writing sample (no more than 3 pages).

No phone calls, please.

**Opening/Closing Dates**

The position is available immediately. However, FRAC seeks to hire a qualified individual as soon as possible.

We welcome candidates who bring lived expertise with hunger or poverty and who reflect the diverse communities we serve.

FRAC is an equal opportunity employer. FRAC is firmly committed to a policy against discrimination based on age, gender, race, religious creed, sexual orientation, disability, or ethnic or national origin.