Special Assistant to the President

**Position Available**
The Food Research & Action Center is looking for a Special Assistant to the President for their Washington, D.C. headquarters. 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 President.

The Special Assistant will work closely with FRAC’s President, senior leaders of the organization, and the Executive Assistant. The individual will be responsible for supporting a variety of the President’s activities and will also have the opportunity to take on special projects as assigned. Strong candidates will have an interest in the public policy landscape and be a quick study, if not already erudite, of anti-hunger issues. Also, they will be detail-oriented and have experience managing projects and working collaboratively with all levels of staff.

**What’s attractive to the right candidate?**
- We are financially stable.
- Managing a broad portfolio of responsibility, you will be critical to our organization.
- A seat at the table to help shape the organization’s future, this position will work directly with executives.
- 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:**
- Track and support completion of the President’s responsibilities and ongoing list of priorities.
- Prepare briefing memos and background research to prepare the President for internal meetings and external engagements.
- Support operational, managerial and logistical needs of the President as necessary.
- Complete discrete projects and individual assignments by establishing objectives; determining priorities; managing time; collaborating with others; monitoring progress; problem-solving; and adjusting plans.
- Monitor email correspondence closely, identifying follow-up tasks, and draft correspondence.
• Support collaboration between the President and colleagues throughout FRAC on institutional strategy, development, network engagement, and stakeholder engagement.
• Handle confidential information.

A well-qualified candidate will possess the following:
• Display excellent and versatile writing skills including the ability to summarize detailed information.
• Proactive and clear communications.
• Demonstrate knowledge and application of project management principles.
• PMP or similar advanced certification is highly desirable.
• 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 a sophisticated understanding of and interest in FRAC’s public policy areas.
• Exercise high and strict levels of confidentiality and use professional judgment and discretion.
• Have a familiarity with Outlook, Microsoft Office Suite, G-Suite, Slack and other web-based applications;
• Bachelor’s degree required; graduate degree preferred; 2-3 years of work experience.
• Demonstrated commitment to working for social justice.
• Ability to work independently and collaboratively.

Salary/Benefits
Salary commensurate with experience. Generous leave, health, retirement and other benefits.

To Apply
Email resume, cover letter, and two writing samples (no more than four pages) to: employment@frac.org (Please include “Special Assistant” in the subject line.) Fax: 202/986-2525

No phone calls, please.

Opening/Closing Dates
The position is available immediately. It will close when filled. However, FRAC seeks to hire a qualified individual as soon as possible.

FRAC is especially interested in candidates who can contribute to the diversity of the organization.

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