



POSITION

ANNOUNCEMENT: Executive Assistant

THE CAMPAIGN: Got Your 6 Campaign Overview:

Got Your 6 unites nonprofit, entertainment industry, and government partners in collective action to empower veterans and strengthen communities. Got Your 6 reinforces the fact that veterans are trained leaders, team builders, and problem solvers.

As a coalition, Got Your 6 works to integrate these perspectives into popular culture, engage veterans and civilians together to foster understanding, and empower veterans to lead here at home. Got Your 6 knows that most veterans leave the military seeking new challenges, and the campaign ensures that there are opportunities for them to continue their service.

In the military, “got your six” means “I’ve got your back.” It refers to the six o’clock position as the rear of a military formation. It also stands for loyalty, trust, and commitment—values that military veterans bring to a community.

Each year, around a quarter-million service members exit the military and re-enter civilian life. Their reintegration is not a problem; it is an opportunity for America, because veterans are uniquely suited to solve some of our nation’s most difficult challenges. It is essential that Americans see the potential for veterans to strengthen our nation. Got Your 6 works to ensure that veterans return home to be seen as leaders and civic assets.

To learn more about the Got Your 6 campaign, please visit:
<http://www.gotyour6.org/>

POSITION TITLE: Executive Assistant

REPORTS TO: Executive Director

LOCATION: Washington, D.C.

POSITION OVERVIEW:

This position requires the executive assistant to collaborate with various leaders connected to the organization, be flexible and hard working, and have a multi-disciplinary skill set, as his/her assignments are as varied as the initiatives taken on by the executive director. Currently, these initiatives are focused in four areas: 1) event/strategic planning 2) board management 3) day-to-day scheduling 4) communicating with staff and external partners

The position is an opportunity for a professional to learn and work alongside the highest levels of an organization and participate in the building of the next phase of a growing national campaign. The profile of a successful candidate will be someone who is proactive, thrives in managing multiple projects and details, is energized by making big national change, wakes up everyday hungry to add value and make the campaign successful in its mission. A plus if candidates have a personal connection to the veteran community.

KEY RESPONSIBILITIES:

- Manage all scheduling and travel
- Manage ED daily priorities
- Proactively manage relationships
- Research and prepare for conferences and meetings
- Work with other Be the Change and Got Your 6 staff on major events and outreach
- Draft and respond to correspondence
- Accompany ED at meetings
- Other duties as assigned.

SKILLS & EXPERIENCE REQUIRED:

- A BA/BS degree or equivalent work experience
- Excellent writing, communication, and presentation skills
- Meticulous proofreading skills
- A demonstrated passion for work that directly benefits communities
- Diplomatic
- A sense of humor

- A terrific work ethic
- Proactive
- Very organized but flexible
- Demonstrated ability to work independently in a fast-paced environment, lead projects, meet multiple concurrent deadlines, organize time and priorities, and work well as a member of a team
- Command of all Microsoft Office programs, especially Word, Excel, and PowerPoint, as well as experience with database management.

The executive assistant will have a unique opportunity to participate in all facets of a fast-moving national campaign and learn about nonprofit leadership.

Compensation commensurate with experience.

Be The Change, Inc. is an equal opportunity employer who values all candidates and employees without regard to race, color, religious creed, national origin, sex (including pregnancy), gender, gender identity and expression, sexual orientation, marital or partnership status, citizenship status, mental or physical disability, age, genetic information or ancestry or any other category protected by applicable law. Veterans, military spouses and national civilian service alumni are encouraged to apply to work at Be The Change.

**CONTACT
INFORMATION:**

Interested and qualified candidates should submit a resume and cover letter to:

June Carlsen
Director of Operations, Be the Change, Inc.
jcarlsen@bethechangeinc.org