



the campaign to prevent unplanned pregnancy

Office Coordinator/Executive Assistant

About Power to Decide

Power to Decide, the campaign to prevent unplanned pregnancy, believes that all young people should have the opportunity to pursue the future they want, realize their full possibility, and follow their intentions. These beliefs guide our work to ensure that all young people have the power to decide if, when, and under what circumstances to get pregnant. We provide objective, evidence-based information about sexual health and contraceptive options, and we work to guarantee equitable access to and information about the full range of contraceptive methods.

We are a national, non-partisan organization that is committed to common ground, common sense solutions and catalyzing innovation in the public and private sectors.

Position

The Office Coordinator/Executive Assistant administers office services and related activities for the organization. S/he reports to the Senior Manager, Technology & Operations and assists the Chief Executive Officer with various support activities. The Office Coordinator/Executive Assistant is responsible for overall front office activities including the reception area, mail, fulfillment, purchasing requests, and facilities issues. This position also serves as the confidential assistant to the CEO in handling documents concerning sensitive or financial matters, ensuring that all activities involving the CEO operate smoothly and effectively, and working on special projects as needed.

Responsibilities

- Providing administrative support to the CEO including making travel arrangements, scheduling meetings, maintaining the CEO's calendar, administering the CEO's departmental budget and expense reports, and coordinating mailings
- Drafting and editing Power to Decide correspondence and reports for the CEO
- Assembling research on various topics, groups, and individuals as needed
- Assembling and summarizing key articles or issues for the CEO, in coordination as needed with the Communications Department
- Creating and updating marketing materials in conjunction with other staff members around programs.
- Responsible for management of the reception area to include professional communication internally and externally, day-to-day facilities and equipment operations, and keeping the office generally well maintained.
- Responsible for scheduling, planning, and managing internal and external office meetings and events, including space, catering and other arrangements, logistical

and technical support, and preparing and distributing materials for these meetings (such as staff retreats and meetings).

- Supports Senior Manager, Technology and Operations with all onboarding activities for new staff, fellows and interns.
- Duties within the fulfillment area include: assisting in the management of fulfillment and production vendors; managing reprint production, replenishing inventory and processing invoices from the e-commerce service provider. The Office Coordinator processes and sends out store orders within established timelines, assisting customers with order issues, and works closely with purchase order customers to assure all orders are processed and fulfilled to customer satisfaction. Maintaining complete records on all orders, updating and maintaining an inventory database and producing needed reports from the database. Assisting other departments with fulfillment.
- Provides assistance to the CEO and executive team on an as needed basis, as well as on special department projects as assigned.
- Performing other duties as assigned.

Qualifications

We are looking for someone who will think big, embrace innovation, and seek new ways of addressing issues. S/he will be responsible, conscientious, adaptive, and resourceful. S/he will be value diversity of thought, backgrounds, and perspectives; be collaborative and proactive; and work effectively as part of an integrated cross-functional team. S/he will be able to comfortably embrace a non-ideological “big tent” approach to sexual health and unplanned pregnancy prevention, and be passionate about health equity and creating a culture in which all young people can thrive.

S/he will be/have:

- A bachelor's degree and two years of relevant work experience
- Prior experience as an office coordinator, project coordinator, or similar position is highly desirable.
- Good time management skills, be attentive to detail, very organized, and able to handle multiple tasks effectively.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, constituent relationship management databases and Social Media web platforms.
- Excellent written and oral communications skills, be able to meet deadlines, and work independently and as part of a team without close supervision
- Able to manage multiple projects, have a keen eye for detail, and work effectively on long-term as well as short-term projects.
- Possess strong organizational and interpersonal skills, exercise sound judgment, and be discreet and able to honor requests for confidentiality
- A positive attitude, an enthusiastic approach to work, and a desire to join a successful and innovative organization.
- Ability to lift approximately 30 lbs. is required.

This is a non-exempt position. Salary is commensurate with experience and Power to Decide has an excellent benefits package including health, dental and vision insurance, 403b, flexible spending accounts, flexible work schedules, and generous leave. Power to Decide is committed to maintaining a diverse staff and an inclusive, multicultural environment. We are proud to provide equal employment opportunities (EEO) to all employees and applicants

without regard to actual or perceived race, color, religion, national origin, parenting status (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniformed service member status, disability or any other characteristic protected by law.

Please send a cover letter, resume, and writing sample to: recruitment@powertodecide.org