



## **Position Opening: Administrative Assistant**

*Posted July 6, 2022*

The SHLB Coalition is seeking a full-time administrative assistant to provide logistical support for our passionate and mission-driven team. The SHLB Coalition is a growing public interest organization headquartered in the Washington, D.C. area with over 300 member organizations from around the U.S. Our mission is to close the digital divide by promoting broadband to anchor institutions (schools, hospitals, and libraries) and their surrounding communities. Learn more at [www.shlb.org](http://www.shlb.org).

**Characteristics:** The ideal candidate for this position is outgoing, enthusiastic, and comfortable adapting to a fast-paced and frequently changing environment. They will be a detail-oriented self-starter who is able to receive direction and then set their own to-do lists and exercise judgment to achieve results.

### **Responsibilities**

Below are the key responsibilities of this position. The job may include related tasks that are not explicitly listed.

#### General Administration

- Assist the Executive Director:
  - Track action items
  - Arrange travel and speaking engagements when needed
- Support all other staff members with administrative tasks

#### Assistance with Calls and Meetings

- Take detailed notes during staff and Board meetings
- Take detailed notes during policy calls
- Send calendar invites for policy calls

#### Membership Engagement

- Maintain accurate records for organization's member database and listservs
- Send renewal notices and follow up messages
- Track and log dues payments
- Handle member administrative needs in a timely and professional manner
- Post updates to member calendar and website

#### Event Support

- Provide logistical support for all SHLB events, such as:
  - Tracking registration

- Responding to attendee and speaker inquiries
- Collecting materials from sponsors and exhibitors
- Assembling badges and folders

Qualifications:

- A bachelor's degree from an accredited institution and 1+ years of relevant experience OR 3+ years of relevant experience
- A passion for mission-driven work and digital equity
- The ability to learn broadband policy lingo quickly
- Familiarity with videoconferencing on Zoom
- Preferred:
  - Experience at a non-profit and/or policy-driven organization
  - Experience with a member database or association management system
  - Experience with a content management system and basic website updates
  - Proficiency with Google Suite products (Gmail, Calendar, Drive, Docs, etc.)

The SHLB Coalition is an equal-opportunity employer that is committed to promoting a diverse and inclusive workplace. SHLB welcomes applications from all qualified individuals regardless of race, color, national origin, gender, sexual orientation, age, religion, physical or mental disability, marital status, veteran status, or other factors protected by law. BIPOC and LGBTQ+ candidates are strongly encouraged to apply.

Why join the SHLB team?

**Work with people who have your back.** SHLB has a small staff that values the “person” beyond the “employee.” We believe great ideas can come from any and everyone, so we give all team members the opportunity to speak their mind and pursue projects that interest them. [We even rock out on occasion...](#)

**Make an impact.** It's an exciting time for advancing broadband access and adoption, with a historic amount of funding currently being allocated to states. With this once-in-a-lifetime opportunity to bridge the digital divide, you'll know that the work you do matters. You can read more about our policy priorities [here](#).

**No commute!** The SHLB Coalition is a mostly remote organization, irrespective of the COVID-19 pandemic, with in-person meetings required several times a year. We prefer someone who lives in the DC area.

SHLB offers a benefits package that includes medical, dental, and vision insurance, an IRA retirement plan with 3% employer match, paid time-off, and professional training opportunities.

**Salary range:** \$38,000 - \$41,000/year, commensurate with experience.

**How to apply:** Please send your resume and a thoughtful cover letter detailing your qualifications to [hire@shlb.org](mailto:hire@shlb.org).

