



Position Opening: Operations and Meetings Assistant

Posted Nov. 8, 2022

The SHLB Coalition is seeking a full-time operations and meetings assistant to provide logistical support for our mission-driven team.

About Us: 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.

Job Characteristics: This is an entry-level position with growth potential for someone who has an interest in technology policy and closing the digital divide. The ideal candidate enjoys interacting with a wide variety of people, is eager to learn about broadband internet issues, and is comfortable in a fast-paced and frequently changing environment. They will be detail-oriented and willing and able to support the director of operations and the entire staff.

Responsibilities:

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

General Administration

- Assist the director of operations by:
 - Tracking invoices and receipts
 - Researching venues and suppliers for future events
 - Updating SHLB calendars
- Support all other staff members with administrative tasks, such as
 - Arranging occasional travel
 - Scheduling meetings
 - Performing basic updates to the SHLB website

Assistance with Recurring Meetings

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

Membership Engagement

- Maintain accurate records for the organization's member database and listservs
- Send renewal notices and follow up messages
- Track and log dues payments

- Handle members' administrative needs in a timely and professional manner
- Post updates to member calendar and website

Event Support

- Provide logistical support for SHLB's annual spring event and fall Conference, such as:
 - Tracking registration
 - Responding to attendee and speaker inquiries
 - Collecting materials from sponsors and exhibitors
 - Coordinating with event vendors and venue contacts
 - Ordering and assembling Conference materials

Qualifications:

- A bachelor's degree from an accredited institution
- Demonstrated ability to learn policy lingo quickly
- Demonstrated ability to take detailed notes during fast-moving conversations
- A passion for mission-driven work and digital equity
- Comfort with frequent videoconferencing on Zoom
- High attention to detail and reliable follow through
- Typing speed of 55+ WPM
- Located in the Washington, D.C. area
- Consistently available 9 am to 5 pm Eastern Time, Monday through Friday
- 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.)
 - Experience with social media and marketing

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.

Why join the SHLB team?

Work with people in a positive and collaborative way. 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 bring their personality to the table. [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 that holds frequent staff meetings via Zoom. Attendance at in-person meetings is required a few times a year.

Benefits: SHLB offers a competitive benefits package that includes medical, dental, and vision insurance, retirement plan with employer match, remote work stipend, paid time-off, and professional training opportunities.

Salary range: \$42,000 - \$46,000/year, commensurate with experience.

How to apply: Please send your resume and a thoughtful cover letter detailing your qualifications to Meghan Lasswell, director of operations at hire@shlb.org.