



State Innovation Exchange (SiX) Vacancy Announcement: Special Assistant to the Executive Director

Background

The [State Innovation Exchange \(SiX\)](#) is looking for a smart, dedicated, and passionate individual with strong organizational and communications skills to fill the role of Special Assistant to the Executive Director. The Special Assistant will play a critical role in helping SiX and its leadership function at its highest level by providing direct administrative support to the Executive Director and overseeing logistics from our Washington, D.C. or Denver, CO office. This position is ideal for a detail-oriented, proactive professional looking to work in a fast-paced, dynamic, and mission-driven environment.

SiX is a national resource and strategy center that supports state legislators who seek to strengthen our democracy, fight for working families, defend civil rights and liberties, and protect the environment. We do this by providing state legislative offices with top-notch training and research, emphasizing leadership development, amplifying legislators' voices, and forging strategic alliances between our legislative network and grassroots movements. Our vision is to build toward long-term progressive power and infrastructure at the state level.

Primary Responsibilities

- Manage Executive Director's calendar, including scheduling internal and external meetings and calls.
- Manage and prioritize Executive Director's action items and track follow-up.
- Assist with email/inbox management and tracking responses.
- Make travel arrangements, including detailed itineraries, transportation, lodging, and meeting spaces. Manage last-minute travel changes and cancellations.
- Manage office logistics.
- Compile background research on organizations, principals, donors, and/or stakeholders.
- Coordinate and prepare materials for meetings and speaking engagements.
- Provide logistical support for donor meetings including arranging meeting spaces, catering, and AV support as needed.
- Provide logistical and general staffing support for organizational events including arranging meeting spaces, catering, and AV support as needed.

- Maintain contacts and files, and provide general office organization (both paper and electronic).
- Data entry.
- Other responsibilities as assigned.

Qualifications

- A minimum of two years' experience providing support at an executive level.
- A passion for progressive issues and politics at the state and national level.
- Outstanding and uncompromising attention to detail.
- Excellent interpersonal skills.
- Exceptional ability to set up and maintain solid systems.
- Strong writing and research skills.
- Ability to meet deadlines and to prioritize and perform a wide variety of tasks in a fast-paced environment.
- Self-motivated, flexible, and able to work well in a team environment.
- Ability to work independently and with professional discretion in performing work assignments.
- Ability to work occasional long hours.
- Proficiency in Microsoft Office Suite.
- Experience with donor management software a plus.

Job Title:	Special Assistant
Position Type:	Full-time
Start Date:	Immediately
Location:	Washington, D.C. or Denver, CO
Salary Details:	Commensurate with experience; range is \$48,000-52,000 per year and includes a comprehensive benefits package

How to Apply

To apply, send a cover letter and resume to Peter Bailon, Chief of Staff, at jobs@stateinnovation.org and include "Special Assistant" in the subject line.

We are looking to hire immediately, so applications will be accepted on a rolling basis until the position is filled. Please indicate in your cover letter where you found this job listing.

The State Innovation Exchange is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, people with disabilities, and lesbian, gay, bisexual, transgender, and queer individuals.