



## Scheduling Assistant

Fair Fight Action is the nation's only voting rights organization focused on promoting free and fair elections through litigation, legislation, and advocacy. We bring high-impact campaign strategies to make elections fair – for all.

**To deliver on our mission, Fair Fight Action hires and supports a diverse team of the best and brightest, most mission-driven people available.** We encourage applications from candidates from all backgrounds and walks of life and work hard to create an environment where everyone on our team feels included, involved in key decisions that affect them and supported in bringing their full selves to work. Learn more about us at [www.fairfight.com](http://www.fairfight.com).

We seek a talented Scheduling Assistant to support our Strategic Advisor in helping Fair Fight Action to maximize the Fair Fight Action Board Chair's (the Chair) time in order to meet its ambitious programmatic goals.

### What You'll Do

As our Scheduling Assistant, you'd be expected to:

- In partnership with the Strategic Advisor, manage inbound speaking and event requests for the Chair ensuring all requests are reviewed, captured, and responded to timely and with a high quality of customer service.
- Produce detailed briefing memorandums for the Chair.
- Prepare seamless travel itineraries and arrangements for the Chair, capturing all expenses in our travel budget-to-actuals report.
- Produce detailed, timely research for upcoming meetings and engagements and present clear and concise findings to manager and relevant department heads.
- Draft emails and other day-to-day communications, and proofread these communications as requested.
- Play a gap-filler role, supporting other team initiatives as needed to ensure we deliver against our goals.

### Who You Are

We're seeking a detail-oriented do-er that can handle a high volume of work with a problem-solving spirit of yes.

Additionally, our ideal candidate will identify as:

- **Exceptionally organized.** The ideal candidate can track and follow a high volume of information/invitations and is comfortable creating order in a chaotic environment.

- **Deadline-driven and responsive.** The ideal candidate communicates early and often, closes the loop quickly on outstanding action items, manages up well to their manager, and is effective at keeping colleagues on task.
- **Mature and trustworthy.** The ideal candidate has a track record of holding privileged information in close confidence and showing maturity and a positive, solutions-oriented approach under pressure.
- **A detailed researcher.** The ideal candidate can complete detailed, timely research and present clear and concise findings on a range of special projects with organization-wide impact.
- **Having a thoughtful lens on race and equity as it impacts our work.** The ideal candidate understands how voter suppression targets marginalized communities and communities of color and brings a deep value for racial equity and justice to their work.

### **Working At Fair Fight Action**

This position is based in Decatur, Georgia. The salary band for this position is competitive for organizations of our size in metro Atlanta and is commensurate with the quality and breadth of experience the successful candidate brings to the table. In addition, we offer a generous benefits package which includes paid time off and health benefits to all full-time employees.

**Salary Range:** \$42,000- \$48,000 per year, dependent upon experience.

### **To Apply**

To apply, please submit a cover letter and resume in PDF format, to [careers@fairfightaction.com](mailto:careers@fairfightaction.com). Please include “Scheduling Assistant” in the subject line of your email.

**Please note:** Applications for this position will be accepted on a rolling basis and the position will remain posted until filled. Incomplete applications or applications through the LinkedIn platform or other platforms will not be considered. Submit your application only through the email address listed above. Only those applicants who are moving forward in our process will receive a response.

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