



Assistant, Administrative

Society for Advancement of Chicanos/Hispanics and Native Americans (SACNAS) is the largest multicultural and multidisciplinary STEM diversity organization in the country. [SACNAS](#) is an inclusive organization dedicated to fostering the success of Chicanos/Hispanics and Native Americans, from college students to professionals, in attaining advanced degrees, careers, and positions of leadership in STEM. SACNAS serves over 8,000 members and has 118 student and professional chapters throughout the United States and Puerto Rico. SACNAS influences a larger STEM community of over 25,000 through outreach, advocacy, and production of the [National Diversity in STEM Conference](#).

The **SACNAS Assistant, Administrative** is a position within the SACNAS Administration & Operations Department. Under the direction of the Board Liaison, the Assistant will be expected to support the Executive Team by completing a variety of administrative tasks, including but not limited to scheduling, arranging travel, drafting written communication. The Assistant will take proactive measures to ensure that the calendars of all members of the Executive Team run seamlessly. A successful candidate must be organized, adaptable, an effective communicator, and have strong interpersonal skills.

The Assistant, Administrative reports to the SACNAS Board Liaison. This is a full-time, nonexempt position, which can be performed remotely.

Duties and Responsibilities

- Handle requests from the Executive Team promptly, exercising prioritization skills for most urgent requests and tasks
- Assist with the management of multiple calendars on behalf of the Executive Team
- Maximize each Executive Team member's time by preparing correspondence, taking care of routine requests, and when applicable, rerouting inquiries irrelevant to the Executive Team to other staff members or third-party contractors
- Coordinate travel arrangements for Executive Team and compose trip itineraries
- Issue scheduling polls and track responses when coordinating group meetings with internal and external parties, and once scheduled, ensure all participants have any relevant meeting information and necessary materials (e.g., venue addresses, video conference links, meeting agendas, reports, etc) prior to the appointment
- Promptly inform meeting participants of any disruption to previously scheduled appointments (e.g., cancellations, rescheduling, etc) and resolve any scheduling conflicts by collecting availability or proactively providing alternative options from relevant calendars in a professional and friendly manner
- Submit receipts and purchase requests on behalf of the Executive Team and the Board Liaison
- Collect agenda items for staff-wide meetings and share final agenda with staff
- Assist with logistics for special staff meetings or staff events
- Draft letters as necessary on behalf of Executive Director
- Manage the Executive Director's LinkedIn
- Other duties as assigned by Executive Team and Board Liaison

Desired Education and Qualifications

- Passion for the mission of SACNAS
- Experience with the organization and coordination of meetings across multiple calendars in a fast-paced and demanding work environment
- High degree of professionalism and self-motivation

- 3+ years of relevant professional experience; OR any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved
- Proficiency with Microsoft Office Suite, especially Microsoft Outlook, Excel, and Teams
- Exceptional attention to detail and accuracy, especially in relation to scheduling and email etiquette
- Strong skills in problem solving and teamwork
- Excellent professional communication skills, particularly written communication skills
- Ability to maintain confidentiality around sensitive and complex projects
- Ability to adapt well to a continuously changing set of tasks, projects, and responsibilities
- Ability to work some evenings and weekends
- Occasional regional and national travel will be required

Preferred Education and Experience:

- Bachelor's degree or equivalent combination of relevant education and experience
- Experience supporting C-Suite executives
- Proficiency with video conferencing platforms (e.g., Zoom, WebEx, etc)
- Proficiency with scheduling software (e.g., FindTime, Calendly, Doodle)

Work Location and Salary

- Washington D.C. (Note: All qualified applicants will be considered, but qualified applicants local to Washington D.C. will be given preference.)
- \$21.63-\$26.44/hour DOE

Benefits

- Health, dental, vision, acupuncture, chiropractor & life insurance plans
- 401(k) Retirement
- Professional Development Support
- Generous PTO & Paid Holidays

Application Process:

Please provide a resume, a cover letter highlighting minimum and desired qualifications, and three professional references. All materials must be submitted to be considered. Application materials should be submitted through [this form](#). Position will remain open until filled.

If you have any questions, please email jobs@sacnas.org.

EEO Statement

It is the policy of SACNAS not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws.

SACNAS is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SACNAS promotes equal opportunities for all employees and applicants for employment. Further, SACNAS will fully comply with all applicable equal employment federal, state and local laws and regulations.