

**Executive Assistant | Gender Equity Policy Institute**  
**Los Angeles, California | Hybrid in Los Angeles**  
**Full-time**  
**Compensation: \$65,000 - \$75,000 + benefits**  
**Posted: February 1, 2023**

### **Position Overview**

[Gender Equity Policy Institute](#), a nonprofit organization dedicated to advancing gender equity in the United States, has an opening for an Executive Assistant. The person in this position provides administrative support to the President and other members of the management team. They will perform tasks related to the administration, fundraising, and communications of GEPI. They will help to create and maintain systems for the organization. The position provides an opportunity to develop and strengthen a range of skills, be involved in multiple interesting projects, and learn more about development and communications in a growing social change organization. The Executive Assistant reports to the President. Applications will be reviewed on a rolling basis. The position will remain open until filled.

### **About GEPI**

Gender Equity Policy Institute is an independent nonprofit organization dedicated to advancing opportunity, fairness, and equity for all people through research and education exposing the gender impacts of the policies, processes, and practices of government and business. We conduct and publish research on the best practices for advancing gender equity. We analyze and assess public policies to identify the effects on people of all genders, with particular attention to the impacts on women, people of color, and LGBTQ people who have been historically disadvantaged by discrimination, systemic bias, and structural inequality. By educating policymakers, business leaders, and advocates about the inequities embedded in economic and political processes, we provide the tools and knowledge that leaders need to rebalance systems and secure a just and sustainable future for all people.

At GEPI, we celebrate and respect diversity in all forms. We are seeking applications from candidates who can demonstrate work experience with individuals from diverse backgrounds. We strongly encourage and seek applications from people of color, people with disabilities, women, men, bilingual and bicultural individuals, veterans, and LGBTQ individuals.

### **Essential Duties and Responsibilities: Where You'll Make the Most Impact**

#### **Administration:**

- Support the President with scheduling, workload, organizational, and Board management
- Support the external affairs team with scheduling, communications, and meeting planning
- Provide logistical and administrative support for internal and external meetings
- Develop and maintain filing systems
- Proactively identify opportunities to improve task and project management and workflow
- Prepare and generate briefing materials, relevant documents, and background information for internal and external meetings and presentations

- Draft memos, emails, agendas, and letters
- Attend meetings, take and circulate notes, prepare meeting summaries, and delegate tasks based on discussions
- Maintain organizational and external calendars
- Manage various systems used by operations, development, and management teams

**Communications and Development:**

- Assist with preparing presentations, emails, and memos, including editing, formatting, proofreading, and distributing materials
- Work with fundraising team on researching, preparing, and submitting grant proposals
- Organize event logistics for staff and Board
- Maintain and update website and outreach materials about the Institute
- Respond to internal and external inquiries
- Manage, update, and maintain donor information in CRM platform
- Manage and maintain organization’s newsletter and newsletter platform
- Pull reports and prepare materials for meetings
- Assist with donor events
- Support board engagement

**Qualifications | What You’ll Need to be Successful**

- Bachelor’s Degree or equivalent work experience
- Minimum 3 years of experience in a similar role
- Strong verbal and written communication skills
- Demonstrated proficiency in Microsoft Office programs, including Excel, Word, Outlook, and SharePoint
- Experience managing and maintaining CRM systems preferred
- Experience with Adobe Creative Suite preferred

**Core competencies:**

- Great organizational and administrative skills including ability to set priorities, juggle multiple tasks, and organize time effectively
- Self-disciplined to proactively identify and resolve issues, anticipate needs and meet deadlines
- Ability to work flexibly and adapt to change, championing new systems and processes
- Ability to take initiative, sees what needs to be done today and into the future, and do it
- Professional with a good sense of humor
- Excellent attention to detail
- Discretion around sensitive information
- Commitment to Gender Equity Policy Institute’s mission

**Salary and Benefits**

Salary Range: \$65,000 - \$75,000. The salary will be commensurate with the skills and experience of the successful candidate. Benefits include generous paid time off, including a winter break between Dec. 25 and Jan. 1, medical and vision insurance, and paid family leave.

**Location**

The position requires work in person 2 days a week in Gender Equity Policy Institute’s office at the Los Angeles Cleantech Incubator in the Arts District of Los Angeles, California. The remaining days of the week may be taken in office or remotely.

**To Apply**

Please send a cover letter highlighting your relevant experience and skills and explaining your interest in working at Gender Equity Policy Institute, along with your resume to: [careers@thegepi.org](mailto:careers@thegepi.org) with "**Executive Assistant**" in the subject line. Applications will be reviewed on a rolling basis. The position will remain open until filled.

The Gender Equity Policy Institute is an equal opportunity, fair chance, affirmative action employer committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, prior history of arrest or conviction, caregiver status, or other categories protected by law.