



Special Assistant to the CEO Convergence Center for Policy Resolution

The Special Assistant is responsible for supporting the CEO through a combination of project management, writing and editing, research, and administrative and relationship support functions. Coordinates calendaring, special projects, completes complex reports and analysis. Works with senior leadership and other directors. Interfaces with external stakeholders. Sensitivity to confidential matters, a high level of professionalism, tact and diplomacy are paramount.

Key Responsibilities and Duties

CEO Office Management:

- Coordinates and manages the CEO's calendar, requests, etc.
- Keeps abreast of CEO's immediate and long-term goals, priorities, workload and projects
- Supports external relationships on behalf of CEO
- Schedule, prepare materials and notes, and ensure follow-up for various stakeholder meetings including staff, Board or other meetings
- Creates and maintains files

Special Projects

- Manages internal and external special projects in coordination with other departments and/or organizations on behalf of the CEO.

Content Generation, Editing & Production

- Researches and prepares materials, talking points, and proposals on a variety of matters for key internal or external audiences
- Reviews drafts and finished documents for accuracy and grammar, including documents of a sensitive or confidential nature
- Generates internal/external correspondence and status updates
- Assists, as necessary, with the preparation of regular grant reports, including both narrative and financials

Coordination and alignment

- Participates in meetings, taskforces and workgroups both internally and externally along with and on behalf of the CEO
- Facilitates interdepartmental awareness of and coordination on key initiatives

Other tasks and duties as assigned by the CEO.

Minimum Qualifications

- Bachelor's degree OR equivalent
- 5+ years' experience in a fast-paced, large non-profit or public or private-sector organization supporting an executive-level individual or team
- Significant Project Management experience on behalf of senior executive(s)
- Superior research, analytical, planning, organizational skills, and detail-orientation
- Strong customer-service orientation
- Ability to manage multiple projects, and competing priorities while adhering to deadlines
- Excellent oral and written communication skills

- Ability to work independently, exercise mature professional judgment, and use discretion
- Comfortable in team-oriented environment based on open, transparent, continual communication, information sharing and inclusive decision-making
- Embraces feedback and professional development
- Demonstrates “managing up” to ensure deadlines are met and priorities kept
- Demonstrates utmost integrity and respect for confidential information
- Demonstrates an ability to interact with colleagues, partners and leaders of all backgrounds, cultures and professional, political and personal affiliations
- Advanced knowledge of Microsoft Office Suite, including Microsoft Outlook, Word, Excel, and PowerPoint

Position Details

- Salary depends on experience, with a target range of \$75,000-\$85,000.
- Convergence offers a full benefits package (including health insurance and retirement) and generous paid leave.
- Most of Convergence staff are concentrated in two hubs – one around Washington, DC and the other in the San Francisco Bay Area. All staff are working remotely for the time being with hybrid office/remote workspace possible in the future. Candidates are welcomed regardless of location. Some travel to/between workplace hubs required.

About Convergence

Convergence is the leading organization bridging divides to solve critical issues through collaborative problem-solving across ideological, political, and cultural lines. For more than a decade, Convergence has brought together leaders, doers, and experts—many who never thought they could talk to one another—to build trusting relationships, identify breakthrough solutions, and form unlikely alliances for constructive change on seemingly intractable issues. Our process is improving the lives of Americans and strengthening democracy for a more resilient and cooperative future. For more information, visit: www.convergencepolicy.org.

Convergence is an equal opportunity employer. Hiring decisions are made without consideration of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, sexual orientation, political affiliation or belief, or any other factor that employers are prohibited by law from considering.

To Apply

Please email your application to jobs@convergencepolicy.org with “Special Assistant to the CEO” in the subject line. Applications should include: (1) a resume and (2) a tailored cover letter indicating your relevant experience and specific interest in the position. Please indicate where you saw the job announcement in the body of your email. Position available immediately. Applications will be reviewed on a rolling basis. No phone calls please.