Job Title: Executive Assistant
FLSA Status: Full-time, Exempt
Reports to: Christopher Bradshaw, Executive Director
Work Location: Varies
Supervisory Responsibilities: None

COMPANY DESCRIPTION
Dreaming Out Loud’s mission is to create economic opportunities for the DC metro region’s marginalized community members through building a healthy, equitable food system. Dreaming Out Loud is rebuilding urban, community-based food systems through social enterprise, helping to increase access to healthy food and improve community health, develop low-income entrepreneurs and cooperatives, and train at-risk adult residents for sustainable, family-supporting wages.

POSITION SUMMARY
Dreaming Out Loud is searching for a highly adaptable and flexible Executive Assistant to support the Executive Director, fulfill various responsibilities within communications, and provide general administrative assistance to programs and operations. The ideal candidate will have an interest and ability to seamlessly weave in and out of various spheres of responsibility in order to meet the organization’s needs.

Willingness to travel to partner sites throughout DC and Maryland and work occasional evenings and weekends is required. The Executive Assistant will work remotely and in-person at Dreaming Out Loud WeWork office and production facility.

KEY RESPONSIBILITIES

Executive Support
- Provide calendar management support for Executive Director
- Screen and draft email correspondence for Executive Director
- Monitor DOL general email inboxes
- Support internal and external meeting preparation, including Board Meetings
- Conduct research to support development of new projects/initiatives, as needed
• Attend internal and external meetings, take minutes and distribute afterward
• Support Executive Director with project management and followup
• Prepare donor correspondence
• Other duties, as needed

Communications
• Manage all social media accounts including developing social media schedule, drafting and scheduling posts, and engaging with audiences
• Support website maintenance and updates (e.g., posting new content, drafting copy)
• Provide copy editing support for all external communications
• Manage DOL listserv schedule, content creation and subscribers lists
• Draft copy for all initiatives, including marketing, sales and internal communications
• Draft and manage release dates for recurring publications
• Draft press releases for new products and services
• Design flyers and newsletters, as needed

Other Administrative Support
• Provide calendar and email support to other staff members, as needed.
• Support new employee onboarding (e.g., meeting scheduling)
• Provide data entry support for CSA program
• Assist in data archive project

ESSENTIAL REQUIREMENTS
• At least 3 years experience in a relevant role that includes both administrative and communications responsibilities
• Commitment to the advancement of marginalized communities in the District.
• Proficiency in Google Suite and Microsoft Office Suite (Word, Excel, Powerpoint)
• Strong foundational knowledge of current trends in digital media/social media
• Demonstrated ability to use social media channels effectively to deliver marketing content
• Strong written and verbal communication skills including editing and proofreading
• Excellent organizational, planning, and time management skills to enable balancing multiple priorities while meeting deadlines
• Ability to juggle multiple responsibilities and maintain a demeanor of a team player in a very fluid environment
• Strong interpersonal skills and ability to cultivate and maintain relationships with all stakeholders
**COMPENSATION:** The annual salary range is $45,000 to 55,000 based on experience and qualifications. This position is eligible to receive benefits.

**WANT TO APPLY?**
Send your resume and cover letter with the subject line: “Executive Assistant” to opportunity@dreamingoutloud.org by Friday, March 15, 2021, for priority consideration. You may also mail your response to Christopher Bradshaw, Executive Director, at:

Dreaming Out Loud, Inc.
80 M Street, SE
℅ WeWork
Washington, DC 20003

Applicants will be interviewed on a rolling basis, and we will contact you if we’re interested in scheduling an interview. Please send an email to the above address with questions.

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