

Staff Assistant

ACLI is seeking an energetic and detail-oriented self-starter to provide administrative support to staff in the Policy Development department. Responsibilities include:

- Act as liaison with other departments to accomplish ACLI projects.
- Prepare documents including letters, statements for Congressional hearings, memos, meeting minutes, reports, committee mailings and other material. Prepare and process mass mailings and mass e-mails.
- Answer telephones, responding to routine inquiries and referring other calls to appropriate staff member. Open and distribute mail.
- Schedule meetings inside and out of the ACLI and virtual meetings. Coordinate meeting schedules of direct supervisors and coordinate all meeting arrangements.
- Provide support to supervisors with committees/task forces/working groups that they lead.
- Post department materials on the ACLI website.
- Maintain current mailing lists, files and publications and other department material.
- As requested, coordinate travel arrangements including preparation of hotel accommodations and car or airline reservations. Prepare expense reports and check requests.

The ideal candidate will have two to five years of administrative experience. Strong proficiency in Microsoft Office Suites including Word, Excel and PowerPoint. Ability to work with a wide variety of people. Ability to assume responsibility and make decisions when supervisors are busy or gone. Ability to exercise discretion and independent judgment with issues that include those of extreme confidentiality. Ability to prioritize assignments and work quickly and efficiently in a fast-paced environment. Strong organizational skills with strong attention to detail. Must be able to work effectively in a virtual environment.

To apply, please email your resume, references and salary requirement information to:

American Council of Life Insurers
Attn: HR Department – Staff Assistant search
HR@acli.com

EOE