

Executive Secretary

The ACLI is seeking an energetic self-starter to provide administrative support to the Executive Vice President & Corporate Secretary, Executive Vice President, Government Relations and Vice President & Deputy Corporate Secretary. Responsibilities include:

- Extensive phone/communication responsibility dealing heavily with Congressional offices and the offices of member company CEOs.
- Liaison with other Council departments for purposes of joint Council efforts to accomplish required projects.
- Help identify speakers and create the program for the CEO Capitol Forum. This includes identifying and inviting congressional and administration officials to speak, inviting congressional members for the reception, tracking RSVPs, and working with Hill staff to confirm attendance.
- Assist in planning and execution of CEO lobby days. Work closely with Hill staff to schedule strategic meetings with congressional members. Generate materials for each meeting. Work closely with the CEOs' staff (assistants and Wash Reps) on logistics and timing for the lobby days.
- Schedule expedited calls between ACLI's President & CEO and members of congress.
- Coordinate and assist with preparation for monthly CEO and Deputies Committee calls and occasionally the Board and Executive Committee.
- Send communications to Deputies Committee and coordinate the Deputies agenda.

The ideal candidate will have a college degree and minimum of eight years of relevant experience. Capitol Hill experience a plus. Must be PC proficient in Microsoft Office software; Outlook, Word, Excel and PowerPoint. Able to work quickly and efficiently in a fast-paced environment and be highly flexible. Strong organizational, communication, and interpersonal skills.

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

American Council of Life Insurers
Attn: HR Department – Executive Secretary search
101 Constitution Avenue, NW, Suite 700
Washington, DC 20001
(866) 953-4078 fax
hr@accli.com

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