

## Executive Assistant

The ACLI is seeking an energetic and detail-oriented self-starter to provide administrative support to the Public Affairs team. Those include scheduling, supporting departmental programs and digital capabilities, tracking contracts and budget expenditures, and providing executive assistance. Will also frequently collaborate with colleagues and other staff members, actively engaging to provide support.

The ideal candidate will be organized, dependable, innovative and have a problem-solving mindset. Must have a collegial approach and a commitment to supporting outstanding outcomes for the department and organization. High school diploma required. College degree preferred. Must be proficient in Microsoft Office including Outlook, Word, Excel and PowerPoint and have some experience working with CMS platforms like WordPress. Ability to learn tools like ActiveCampaign and Asana.

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

American Council of Life Insurers

Attn: HR Department – Executive Assistant search

101 Constitution Avenue, NW, Suite 700

Washington, DC 20001

[hr@accli.com](mailto:hr@accli.com)

**EOE**