

Staff Assistant

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

- Collaborate with colleagues and other staff members, actively engaging to provide support.
- Prepare documents including letters, statements for Congressional hearings, memos, minutes of committee and subcommittee meetings, reports, and committee mailings. 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, hybrid and virtual meetings. Coordinate meeting schedules of direct supervisors. Coordinate all meeting arrangements, including room reservations, luncheon plans, attendance confirmation, a/v setup, etc.
- Provide support to supervisors with committees/task forces/working groups that they lead. This includes establishing relationships with the administrative staff of the Chairs of these groups and other member company personnel who are in frequent contact with the three supervisors.
- Work with Public Affairs Department concerning inclusion of materials on the ACLI website. Post content to the ACLI website. Attend bi-monthly meetings for web authors to keep up on the website information to be used and new techniques that need to be changed and discuss better ways of posting.
- Maintain current mailing lists, files and publications and other department material. Order and maintain adequate office supplies for the department.
- As requested, coordinate travel arrangements including preparation of hotel accommodations and car or airline reservations along with ticket request forms. Make travel arrangements, including hotel, airline, car rental, etc. Prepare expense reports and check requests.

High School diploma required. Two to five years of administrative experience preferred. Proficiency working in a hybrid environment. 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.

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

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