

## Senior Staff Assistant, Policy & Legal

ACLI, the leading trade association for the life insurance industry, seeks a Senior Staff Assistant to provide administrative and project support to the Policy & Legal department in a fast-paced hybrid environment.

### Key Responsibilities

- Coordinate meetings (in-person and hybrid), webinars, calendars, logistics, and related technology support.
- Support committees, task forces, working groups, and senior-level staff.
- Serve as a liaison with member company contacts and internal departments.
- Prepare, edit, and maintain correspondence, reports, meeting materials, lists, files, invoices, and expense reports.

### Qualifications

- High school diploma required; five or more years of administrative experience preferred.
- Proficiency with Microsoft Office, SharePoint, Zoom, and collaboration tools.
- Strong organization, attention to detail, discretion, judgment, and communication skills.
- Ability to manage competing priorities and work independently in a hybrid environment.

### Work Environment

This role follows the organization's standard hybrid work schedule: in-office Tuesday through Thursday at ACLI's headquarters (300 New Jersey Ave NW, Washington, DC), with remote work on Mondays and Fridays.

### How to Apply

Interested candidates should email their resume and cover letter to [HR@acli.com](mailto:HR@acli.com), ATTN: HR – Sr. Staff Assistant.

**Salary Range:** \$65,000 - \$78,000