Job Title: Executive Assistant

Overview:
The Office of Diversity, Equity, Inclusion and Respect (DEIR) is the central hub at the American Chemical Society that coordinates, supports, and guides all efforts by staff, members, and governance toward Strategic Goal 5, “Embrace and Advance Inclusion in Chemistry.” The Office of DEIR is committed to empowering everyone, irrespective of lived experience and intersectionality of identities, to fully participate in the chemistry enterprise. In doing so, the Office of DEIR will ensure that the organization upholds its mission “to advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people.”

This position performs administrative/office management functions for the ACS SVP, DEIR. The role reports directly to the SVP, DEIR and assists in carrying out her duties. The incumbent serves as a key contact for the SVP, DEIR and interacts with all levels of ACS executive management, staff, ACS governance, and the public. They will work with highly confidential information; their responsibilities require discretion and judgment and will involve exposure to sensitive issues and situations.

Position Summary:
1. Maintains the SVP, DEIR’s schedule. Makes travel arrangements and handles calls and mail on behalf of the SVP, DEIR. Handles all arrangements for meetings held on behalf of the SVP, DEIR.
2. Participates in meetings led by SVP, DEIR that require the compilation of agendas, meeting minutes, and post-meeting action items.
3. Supports SVP, DEIR’s efforts related to member/staff/governance engagement through written posts, virtual events, and other activities.
4. Provides project management support to the activities of the SVP’s direct reports, which include setting deadlines, key performance indicators, and progress check-ins. Communicates regularly with other direct reports of the SVP, DEIR to ensure consistency of work product and overall direction for the unit.
5. Monitors office expenses and payments.
6. Develop working knowledge of the concepts, practices, and procedures in DEIR work.
7. Works in collaboration with all levels of management, staff, and governance.

Required Skills:
- Work under general managerial direction with established Society and professional practices to guide programs, products, and services
- Demonstrate high-level organizational skills and strong attention to detail
- Maintain effective, respectful, and transparent communication with others in order to influence positive outcomes
- Perform comprehensive analysis and interpretation to develop innovative and creative solutions to resolve complex cultural problems
- Hold objectivity to maintain a bias-free approach to situations and people. Have the ability to troubleshoot and deal with issues constructively

Required Experience:
- College degree or equivalent or formal technical and administrative training.
- 5+ years work experience, with some time spent working for a senior leader
- Proven ability to communicate (written and verbally) and build relationships
- Advanced experience in MS Outlook, Excel, PowerPoint, Word, Teams, and Zoom
- Strong project management and organizational skills, including ability to manage multiple projects simultaneously. Familiarity with Asana is desirable.
- Certification in DEI is welcome
Position Summary

This position will be primarily based in the Washington D.C. office. ACS employees work a hybrid work schedule, consisting of working onsite, three days per week. ACS employees are in the office on Tuesday and Wednesday with the third in-office day scheduled in consultation with the manager. While always welcome to work in the office, employees may work the other two days of the week from a location of their choice. New employees are immediately eligible for this hybrid work arrangement. ACS offers relocation assistance, if applicable.

EEO/Minority/Female/Disabled/Veteran