

ENVIRONMENTAL FILM FESTIVAL

IN THE NATION'S CAPITAL

Administrative Assistant Job Description

Job Type: Temporary Contractor
Term: February - April 2024
Rate: \$25.00/hour

Overview

The Environmental Film Festival in the Nation's Capital (DCEFF) seeks an Administrative Assistant to support our 32nd Annual Festival, which will take place in venues across the Washington, D.C. area from March 21-30, 2024.

The ideal candidate is thorough, communicative, and proactive, with past experience in administrative assistance required and past experience in development administration strongly preferred. Availability to report to our Washington, D.C. office location one day a week is ideal.

Reports To

The Administrative Assistant will report to Festival Director Monica Schorn.

Responsibilities

- Help as needed to ensure realization of signature Festival events and day-to-day operations, including but not limited to:
 - Help maintain office calendar and meeting scheduling, assisting with meeting notes and after-action reports
 - Facilitate coordination with the Board of Directors
 - Assist in special event planning, serving as a liaison with outside vendors and Festival partners
 - Perform requested research/information-gathering on additional delegated tasks
 - Respond to public inquiries about Festival events
 - Proofread deliverables and documents as needed
- Gift processing and database management
 - Assist with management of donor program and communications
 - Manage invitation lists and RSVPs for Festival events

- Ensure prompt entry into donor database and acknowledgement of contributions

Qualifications

- Past experience in office administration
- Experience with Google Office Suite, AirTable, DonorPerfect, and/or iWave are preferred but not mandatory

Timeline

Anticipated schedule for this role is as follows, with support ramping up around the dates of the 32nd Annual Festival in March.

- 15 hours/week for 8 weeks, commencing in early February
- 20 hours/week for 2 weeks (weeks of 3/18-3/22 and 3/25-3/29)

Please Note

The Environmental Film Festival in the Nation's Capital (DCEFF) is an Equal Opportunity Employer. Job applicants are considered with no discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors.

Interested candidates should submit their resume in PDF format to monica@dceff.org.