

# ENVIRONMENTAL FILM FESTIVAL

## IN THE NATION'S CAPITAL

### **Administrative Assistant Job Opening**

#### Overview

The Environmental Film Festival in the Nation's Capital (DCEFF) seeks a part-time Administrative Assistant to support daily operations.

The ideal candidate is thorough, communicative, and proactive, with past experience in office administration.

This is a hybrid, part-time contract position of 8-10 hours per week with the potential for increased hours. Candidates must be available to report to our Washington, D.C. office as needed, and should be prepared to attend live events, including those taking place in evenings and weekends during our 34th Annual Festival, which will take place in venues across the Washington, D.C. area from March 19-28, 2026.

#### Reports To

The Festival Administrator reports to the Executive Director.

#### Responsibilities

##### Administrative Support (75%)

- Provide administrative support across all Festival departments, including scheduling, data entry, document preparation, and file management:
  - Maintain office calendar and meeting scheduling, assisting with meeting notes and after-action reports.
  - Assemble and distribute meeting materials and reminders for all Committee, Board, Advisory Council, and staff meetings.

- Assist in maintaining databases (Airtable, Google Drive, Dropbox), resource documents, and contact sheets .
  - Help track deadlines, follow up on outstanding items, and ensure accurate recordkeeping.
  - Coordinate office supplies, shipping, and inventory as needed.
  - Perform requested research/information-gathering on additional delegated tasks.
  - Proofread deliverables and documents as needed, including development mailings and other public-facing materials.
  - Assist in other administrative tasks as assigned.
- Live Event Management (25%)
    - Assist in event planning, serving as a liaison with outside vendors and Festival partners (note that these may take place outside of regular working hours).
    - Maintain hospitality resources, including itineraries, contact sheets, and other documents.
    - Respond to public inquiries about Festival events.

### Qualifications

The ideal candidate is located in the Washington, D.C. area, consistently available 8-10 hours per week, with established days and windows of work (1.5-2 hours per day, preferably).

- 1–2 years of administrative experience, preferably in a nonprofit, event, or arts setting.
- Proficient in Microsoft Office and Google Workspace; experience with CRM or project management tools (e.g., Airtable, DonorPerfect, etc.) a plus.
- Strong communication, writing, and organizational skills.
- Ability to manage multiple tasks and deadlines with flexibility and attention to detail.
- Self-starter with a collaborative spirit and a love for film or cultural events.
- Available to work occasional evenings and weekends during the festival season.

### How to Apply

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 and references in PDF format to [monica@dceff.org](mailto:monica@dceff.org).