

ENVIRONMENTAL FILM FESTIVAL

IN THE NATION'S CAPITAL

Administrative Assistant Job Description

Job Type: Part-Time Contractor

Term: August 2026 – June 30, 2027

Compensation: \$25/hour (approx. 10-12 hours/week)

Job Overview

The Environmental Film Festival in the Nation's Capital (DCEFF) seeks a part-time Administrative Assistant to support daily operations for the 35th Anniversary Festival, which will take place in venues across the Washington, D.C. area from **April 8-17, 2027**.

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

This is a hybrid, part-time contract position of 10-12 hours per week. Candidates must be available to report to our Washington, D.C. office space at least once weekly, and should be prepared to attend live events, including those taking place in evenings and weekends during our 35th Anniversary Festival, which will take place in venues across the Washington, D.C. area from April 8-17, 2027.

Reports To

The Festival Administrator reports to the Executive Director.

Responsibilities

Administrative Support (80%)

- 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.
 - Ensure prompt completion and mailing of correspondence, including donor acknowledgement letters.
 - 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 (20%)
 - 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 10-12 hours per week, with established days and windows of work.

- 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.

Background

Launched in 1993, the Environmental Film Festival in the Nation's Capital (DCEFF) is the largest and longest-running showcase for environmental films in the United States. Each March, our signature Festival presents more than 100 documentary, narrative, and short films from

around the world at more than twenty venues throughout Washington, D.C., introducing audiences to the diversity and vitality of Washington's culture, history of activism, and proximity to policy change. Alongside the screenings, we offer panels and special events featuring filmmakers, subject matter experts, and other invited guests to foster dialogue and deepen engagement. Significantly, the majority of our screening events are made available at no cost to our audiences.

We also offer a full slate of year-round community-based and virtual screenings, including both first-run and encore Festival presentations. A leading D.C. cultural institution, DCEFF was named Best Film Festival in D.C. by *Washington City Paper* each of the past seven years, and were honored with the Mayor's Award for Excellence in Creative Industries in 2017.

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.