Organization: Foreign Policy Research Institute
Title: Executive Assistant to the President
Skill Level: Advanced Skills
Job Type: Full-Time
Hours Per Week: 35 Hours

The Foreign Policy Research Institute (FPRI) is a non-profit, non-partisan think tank located in the heart of Philadelphia. Our mission is to produce the highest quality scholarship and nonpartisan policy analysis focused on crucial foreign policy and national security challenges facing the United States. We educate those who make and influence policy, as well as the public at large, through the lens of history, geography, and culture.

FPRI is seeking an Executive Assistant to assist the President in the successful management of the organization, while furthering the vision, mission, values, and strategic goals of the Institute. As a vital contributor, the Executive Assistant must be committed to FPRI’s mission and excited for the opportunity to leverage their organizational and interpersonal skills in support of the President and the Board of Trustees. The successful candidate will also have the opportunity to gain new insights into foreign policy and international affairs.

Essential Duties:

- Provide administrative support to the President and the Board of Trustees, maintaining established daily operations and making suggestions for process improvements when necessary.
- Receive visitors and telephone calls, assist with maintaining information, preparing mailings, scheduling meetings, and conducting follow up calls for various committees on which the President serves.
- Develop travel itineraries and agendas including scheduling flights, arranging other transportation, and booking accommodations.
- Prepare meeting minutes and summarize and capture the essence of discussions.
- Communicate professionally, and effectively as a liaison for the office of the President with various individuals, programs, and scholars relating to a broad spectrum of issues and concerns.
- Provide operational support in collaboration with other support staff (event and meeting set up/breakdown, facilitate mailings, preparing photocopies, document retention, inventory management, etc.)
- Perform other duties as assigned and/or special projects as requested by the President.
Desired Qualifications:

- An Associate degree or equivalent experience, with an emphasis in business administration, project management, or a related field.
- Skilled in the use of Google Suite, Zoom Web Conferencing, and Microsoft Office Suite.
- A minimum of four (4) years of experience providing administrative support for a senior-level executive.
- Must have well-developed interpersonal skills, with excellent verbal and written communication skills.
- Ability to write professional correspondence with a wide range of contacts both within and outside the organization.
- Ability to work independently with minimal direction under tight deadlines, exercising sound judgment.
- Ability to multitask and handle multiple projects with competing deadlines while maintaining a high level of confidentiality, quality, and accuracy.
- Strong organizational skills and attention to detail.

This is a full-time salaried position; Monday – Friday from 9 a.m. to 5 p.m., with night and weekend hours for events as needed.

Compensation and Benefits Package:

Salary is commensurate with experience. FPRI offers a generous and comprehensive benefits package that includes health, dental, and vision insurance, as well as retirement benefits. Please include any salary requirements when applying for this position.

Please submit a cover letter, resume, and two to three professional references to tspencer@fpri.org.

FPRI is an Equal Opportunity Employer. This ensures that all qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity/expression, age, disability, genetic information, military service, covered/protected veteran status or any other federal, state, or local protected class.