

OPEN POSITION

**Administrative Assistant
Government Relations and Programs - Washington, DC**

The AMS invites qualified candidates to apply for the position of Assistant to the Associate Executive Director in the Government Relations and Programs department in the Society's Washington, DC office. This position will assist the Director and other staff with day-to-day management of the Washington Office.

The Washington Office, which is located at Dupont Circle, is a division of the American Mathematical Society (AMS), located in Providence, RI. The DC office is at the center of our science policy and advocacy efforts, and works to connect the mathematics community with Washington decision makers who impact science and education funding.

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

Come and be part of an extraordinary team of talented staff in the Society's Government Relations and Programs department.

RESPONSIBILITIES:

- Assist with scheduling, travel arrangements, expense reports, presentations, reports and other duties
- Manage the general operation of the office including supplies, facilities, equipment and bookkeeping
- Schedule meetings and prepare materials for Hill visits by AMS staff, and assist with grassroots advocacy activities
- Manage meetings and events as required and assist with preparation, catering, housing and logistics
- Research background information for meetings and reports
- Prepare and manage social media and website posts
- Create and maintain databases
- Greet visitors and handle shipping and mailing
- Attend meetings and prepare reports as assigned

QUALIFICATIONS:

- Strong writing and verbal communication skills, as well as managerial skills
- Interest in public policy, mathematics and/or education desirable
- Microsoft Office Suite, including Outlook, Word, Excel, Power Point, as well as Adobe Acrobat; social media account management; webpage maintenance; willingness to learn new software

EDUCATION and/or EXPERIENCE:

- Baccalaureate degree

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, pre-tax transportation benefit, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: https://workforcenow.adp.com/jobs/apply/posting.html?client=amsocie&jobId=45066&lang=en_US&source=CC3

EQUAL OPPORTUNITY EMPLOYER — AFFIRMATIVE ACTION EMPLOYER