

Confidential Assistant to the CEO

AmeriCorps, the federal agency for national service and volunteerism, brings people together to tackle the country's most pressing challenges. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service to others a cornerstone of our national culture. Learn more at [AmeriCorps.gov](https://www.americorps.gov).

AmeriCorps is recruiting a Confidential Assistant to support our Chief Executive Officer (CEO). The Confidential Assistant will ensure the CEO receives timely & accurate briefing materials and accompany the CEO to meetings and engagements in an administrative support capacity to capture notes, key takeaways, and follow up. This is an exciting opportunity to join a fast-paced team in the office of the CEO at a critical time for the agency and the larger national service enterprise. The ideal candidate will be flexible and capable of managing competing priorities with a strong attention to detail. They will be successful if they can pivot quickly and anticipate needs before they arise to ensure the CEO's schedule and engagements run smoothly.

Applications will be reviewed on a rolling basis, with priority given to candidates who apply by August 26. Please submit a resume and cover letter to Morgan Levey at mlevey@cns.gov. Please include "Confidential Assistant" in the subject line.

Salary: \$45,000 – 60,000

Preferred location: Washington DC or the surrounding areas

Primary Job Tasks and Responsibilities

- Serve as personal and confidential assistant to the CEO, accompanying them to meetings and engagements as appropriate. When required, assists in taking notes and preparing summarizations as required for subsequent action by the CEO or senior staff.
- Support the Special Assistant to the CEO in curating the CEO's daily briefing book, working collaboratively with staff from across the agency to ensure the CEO receives timely and accurate materials daily.
- Travel with the CEO as needed, serving as a primary staffer.
- Support the Special Assistant to the CEO in maintaining the CEO's calendar. As necessary arrange meetings, contacts participants, assemble correspondence, records, reports, and other material having a bearing on the subject for discussion.
- Receive and screen visitors; answer the phone for the CEO's Office and route calls to the appropriate individuals.



- Receive and sort the CEO's mail.
- Support the coordination and facilitation of logistics for visitors to the CEO office, including accommodation requests and scheduling of appointments.
- Support the coordination of CEO's travel, including booking hotel and flights.
- Perform other duties necessary to the functioning of the CEO's Office as assigned by the CEO and Chief of Staff.

Qualifications:

- Knowledge of Microsoft Outlook, Word, Excel, and PowerPoint required.
- Knowledge of SharePoint, OneNote, and virtual meeting platforms such as Zoom and Microsoft Teams desired but not required. Strong applicant has demonstrated ability to quickly grasp new technologies.
- Strong writing and editing skills, along with attention to detail.
- This is a very collaborative position; experience managing up and laterally is required.
- Must have valid Driver's License and be comfortable driving others.
- Experience with national service is strongly preferred. A passion for volunteerism and service is essential.

Supervisory Controls:

Works under the direct supervision of the Special Assistant to the Chief Executive Officer. Overall work is evaluated in terms of adequacy and soundness of objectives completed, compliance with general instructions and within stated timelines. The incumbent exercises discretion and judgment in completing assignments.

Competencies:

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Attention to Detail – Performs work with a conscientious eye for detail and ensures products are thoroughly thought out and reviewed.

Customer Service – Works with clients and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows



about available products and services; is committed to providing quality products and services.

Computer Skills - Uses computers, software applications including Microsoft Office (Word, Outlook, Excel, PowerPoint), databases, and automated systems to accomplish work.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on the agency, self, and commitment towards completing assignments in a timely manner.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort and commitment towards completing assignment in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](#) or [how to contact an agency](#).