

Program and Communications Assistant

Elite membership association seeking detail oriented, highly organized and self-motivated administrative professional to join small staff team

Primary responsibilities include:

- Assist in the coordination and execution of all tax-legislative events annually including legislative luncheons, the Annual Meeting, the Spring Legislative Conference, mini-conferences, virtual events and roundtable discussions
- Assist in the implementation of membership development and outreach activities for The Tax Council including membership research, direct email and solicitation campaigns
- Assist in the coordination and management of the Tax Council Policy Institute's Symposium (Tax Council Policy Institute is the sister organization of The Tax Council)
- Generate a daily newsletter that updates members on current and impending tax policies or laws that could impact the way companies do business
- Generate a monthly newsletter to keep members apprised of organization activities and member news with creative graphics and photos
- Take photos and summarize remarks made at luncheons that are to be included in the monthly newsletters
- Manage the social media platforms (Twitter, LinkedIn, Flickr) of The Tax Council and the Tax Council Policy Institute
- Provide a constant update of both organizations' websites
- Provide administrative support to the President & CEO and Director of Operations
- Provide general maintenance of all files

Required Skills:

- Bachelor's degree
- Organized, highly-motivated and high attention to details
- Excellent communications and writing skills
- Highly proficient in Windows and Microsoft Office (Word, Excel, PowerPoint)
- Excellent command of Constant Contact, Canva, social media platforms (LinkedIn, Twitter, Flickr)
- Desire to contribute to the organization and passion to learn
- Interest in nonprofit work, tax policy and/or event planning
- Willingness to work independently and as part of a team in a small office environment
- Friendly and patient (good sense of humor a plus!)

Benefits

- Competitive compensation package that includes employer-paid health insurance, 401K, and transportation (SmarTrip) subsidy
- Paid personal days
- Possible flexible schedule

To apply for the position, please email a cover letter, resume and one-page writing sample to dsiu@thetaxcouncil.org. Applications without all three items will not be considered.