



Executive & Advocacy Specialist Job Description

The District of Columbia Chamber of Commerce (DCCC) is a 501(c)(6) non-profit organization dedicated to creating a vibrant, thriving economy that improves the quality of life for all in the District, establishing mutually beneficial partnerships between business, government, and the community. Headquarter office is located at 1133 21st NW M200 Washington, DC 20036.

Salary & Benefits

- \$58K - \$62K Annual Salary
- Opportunities for Commission/Bonus
- This is a Full-time Staff Position | Exempt
- Health & Wellness Options, Holidays & PTO, 401K, and Flexible Work Schedule

Position Summary

The Executive & Advocacy Specialist is an integral part of the DCCC team working to fulfill the organization's responsibility for and commitment to successfully meeting strategic plans and objectives. This role supports the Senior Team in the planning, coordination, and execution of all functions of the Executive Office of the DC Chamber of Commerce. This position directly reports to the Chief of Staff but will also receive direction from the President and Director of Government Relations & Public Policy.

This role requires innovative thinking, collaboration with other team members, and flexibility with tasks assigned. The Executive & Advocacy Specialist works independently under the guidance of the Senior Team and feels comfortable making public presentations and appearances when needed in this highly visible position.

The Senior Team is the President & CEO, Chief of Staff, and the Director of Government Relations & Public Policy.

Responsibilities Include:

- Providing support to the Senior Team to include (but not limited to): preparing reports and presentations, coordinating meetings with members of the Board, Circle Partners, and other high-level stakeholders/customers of the DCCC; assist with the drafting, proofing, and dissemination of communications from the Executive Office of the DCCC; act as a liaison for any committees assigned; attend business events and meetings as a representative of the DCCC team.
- Support data collection efforts and collaborate with the team on analyses of data for all initiatives of the organization. Assist in developing standard operating procedures (SOPs) to ensure effective and efficient operations within the Executive Office.
- Perform special projects assigned by senior leadership as it pertains to the DCCC's strategic goals and objectives.
- Other duties as assigned.

- If assigned issues pending before a committee, prepare for and attend or monitor committee meetings and provide updates. Monitor and report on all new initiatives and projects related to committees assigned. Recommend changes and/or additional team support, as needed.
- Due to the small size of the DCCC staff, all employees are required to perform their duties with a degree of flexibility that includes pitching-in to help fellow team members during busy periods.

Qualifications:

- Bachelor's degree is required. Higher education level is preferred, including strong academic credentials.
- Requires outstanding communications, written and interpersonal skills.
- Requires effective writing skills and ability to self-manage own clerical duties.
- Ability to work independently and as an effective member of a high-performance team.
- Strong organizational skills, ability to multi-task while meeting established deadlines.
- Excellent analytic skills and applied knowledge of statistical software packages (spread sheets, academic and governmental research databases, internet searches).
- Ability to build positive relationships with external and internal partners yet able to hold others accountable for their work/contribution.
- Experience working with professionals and clients from different backgrounds many times at a high level.
- Computer proficiencies in Windows, MS Office -including Outlook, Word, PowerPoint and Excel; Asana or Slack (or comparable collaboration software)
- Creative Design skills are a plus (i.e., Adobe, Canva, etc.)

Work Environment:

This position requires sitting, conducting telephone conversations and virtual meetings, working indoors in environmentally controlled conditions in close proximity to others requiring safe contact with others (face-to-face). The Executive & Advocacy Specialist's role may have to repeat the same physical activities or mental activities repetitively. This role is expected to work in the office 3 days a week (Monday is required unless it is a holiday; then Tuesday is required) which is subject to change with the added ability to work occasional weekend and evening hours.

The DC Chamber of Commerce of Commerce is an equal opportunity employer.