



The Elizabeth Dole Foundation (EDF) is the nation's premier organization solely focused on supporting over 5.5 million military and veteran caregivers and their families. EDF was founded by former U.S. Senator and Cabinet Secretary, the [Honorable Elizabeth Dole](#). Senator Dole's vision for EDF is to ensure that no military or veteran caregiver, or as we call them, America's [hidden heroes](#), face their new and often difficult journey without our support. EDF supports a hybrid and caregiver friendly work environment.

Reporting to the Chief of Staff, the Operations Coordinator is responsible for maintaining Foundation operations infrastructure by following office workflow procedures to ensure maximum efficiency and serve as a primary operations support to all members of the Organization.

**This is a full-time position working on a hybrid schedule, requiring at least three days in the D.C. based office per week. Interested candidates should submit a resume and cover letter with the position title in the subject line to [apply@elizabethdolefoundation.org](mailto:apply@elizabethdolefoundation.org).**

#### **PRIMARY RESPONSIBILITIES**

***The following list of duties is not exhaustive. EDF may also outline additional responsibilities that are not included in this job description.***

- Greet and assist visitors when they arrive at the office; answer phones, redirect calls, disseminate correspondence, etc.
- Provide administrative operations support as required by the Operations team and other leadership staff and provide support to Foundation's executive leadership as needed.
- Process and respond to general Foundation inquiries and communications as needed, including hard copy, online/email, and phone.
- Perform basic finance functions by entering and processing all invoices for the Foundation; assist with donation deposits as needed.
- Assist with staff office and CEO schedule as well as scheduling and coordination of Foundation events, engagements, and other appointments.
- Work with IT and other professional staff to ensure data integrity with respect to all databases and contact lists; assist with entering contact information for key constituents and stakeholders; and update the Foundation's database as needed.
- Maintain files and records with effective filing systems, including the organization and updating of EDF online resources (e.g. the Foundation's SharePoint hub).
- Maintain the efficient operations of the office by monitoring/maintaining supplies, office equipment, and Foundation collateral.
- Assist with preparation of Foundation meeting materials, presentations, and documentation as needed.
- Assist with Foundation events, staff events, meetings and receptions, both on and off site, including registration, setup and other physical duties, as by other senior management personnel.
- Assist in vendor relationship management.
- Assist with mailings as requested.
- Other duties as needed.



### **MINIMUM REQUIREMENTS**

- 2+ years of experience working in a professional office environment.
- This position is based in Washington, DC, and will be expected to report to the office a minimum of 3 days per week.
- Proficiency in Microsoft Office 365, SharePoint, and virtual meeting platforms.
- Demonstrates excellent attention to detail and communication skills, both written and verbal.
- Highly energized to engage and respond to the perspectives of a broad range of stakeholders, especially the ability to work with an excellent service ethic.
- Reliable and excellent ability to meet deadlines.
- Ability to meet expectations under pressure and excellent organizational skills.
- Experience in scheduling/coordination; experience with complex schedules subject to frequent change helpful.
- Share EDF's commitment to and passion for the mission of the Foundation.
- Excellent interpersonal skills and a sense of urgency.
- Demonstrated professional standards and unwavering integrity and ethical conduct.
- Able to satisfactorily perform duties and assigned tasks with little or no supervisory oversight.
- Is discreet; understands when confidentiality is required.

### **COMPENSATION AND BENEFITS**

EDF's compensation strategy is based on equity and transparency. When determining salary offers, the candidate's directly applicable experience will be taken into consideration as well as internal equity within the range. This is a full-time position and the starting pay range is between \$21.63 and \$23.56 per hour.

Benefits offered include generous company contributions towards medical insurance, company-paid dental and vision insurance, company-paid life insurance and short- and long-term disability, paid time off including paid holidays and paid parental leave. We also offer a retirement plan with an automatic company match, and the option to contribute towards a Flexible Savings Account for eligible medical, dependent care, parking and transit expenses.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- This is a full-time nonexempt position in a hybrid work environment, working at least three days per week from the Washington, D.C. office.
- Ability to work remotely from home and within an office environment and have significant interaction via telephone, videoconference, IM, and email with EDF's national team.
- Ability to routinely use standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- Ability to communicate orally. Hearing and vision within normal ranges for conversation and receiving/reviewing documents and information.
- Ability to sit and stand for extended periods of time and extensive work at a computer monitor and phone.
- Ability to lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds



Persons with mental or physical disabilities as defined by the Americans With Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

*The Elizabeth Dole Foundation provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.*