



SPECIAL ASSISTANT

Smart Approaches to Marijuana (SAM), a 501(c)(3) non-profit organization working on drug policy issues, is seeking an experienced, energetic, detail-oriented, part-time Special Assistant to perform Administrative and other duties in our office located in Old Town Alexandria.

Salary: Negotiable (unfortunately, SAM cannot provide benefits)

Type: 25-hours a week, Five-days a week, Part-time (e.g. 10am-3pm; these times are negotiable)

Location: Alexandria, VA (Only local candidates will be considered.)

Requirements/Qualifications:

- High School Diploma/GED. (Two or four-year college degree not required, but helpful)
- 2+ years of experience
- Proficiency using the Microsoft Office suite, an email client, and the internet, including being able to:
 - Draft formal documents
 - Build and use mail merges to send both physical and electronic correspondence
 - Track expenditures and other quantitative data in simple spreadsheets
 - Produce and submit expense reports
 - Scheduling events and managing calendars for SAM's officers
 - Planning and booking travel
- Ability to manage multiple tasks and achieve deadlines under pressure
- Strong communication skills, both verbal and written, including:
 - Writing formal emails without need for corrections
 - Basic memorandum writing
 - Making formal telephone calls with press and other individuals important to the organization
- Strong organizational skills (both analytical and problem solving)
- Ability to work properly with confidential documents

Responsibilities include:

- Perform general clerical duties to include, but not limited to: photocopying, correspondence, expense reports, mail distribution, and filing
- Coordinate and maintain records for staff office space
- Create and modify documents using Microsoft Office
- Maintain calendars for SAM staff in current and accurate status
- Coordinate meetings and conference calls
- Plan and coordinate travel arrangements
- Answer phone calls promptly and use good judgment to prioritize the distribution of messages in a timely manner
- Prepare meeting materials and assist with the development of PowerPoint presentations
- Keep inventory of all office supplies and placing orders for replenishment when needed
- Record minutes at various meetings and archive them accordingly
- Performs all other related duties as assigned

Additional Guidelines:

The Special Assistant must function quite independently with guidelines that are often only broadly stated and with issues for which precedents may be few or lacking. Thus, considerable expertise and judgment are required in interpreting and adapting guidelines and in developing new or enhanced approaches to difficult issues.

The Assistant must therefore exercise considerable resourcefulness, self-motivation and inventiveness, and must be able to frequently address and discreetly complete sensitive assignments.

The Assistant must maintain a confidential relationship with SAM leaders and its board and advisors. He/she must also provide expert, comprehensive assistance to high-level SAM officials and staff. The Assistant may also work with or lead other staff in initiatives.

It is the Assistant's responsibility to work productively, using his/her time effectively to produce high-quality work in a timely manner. The incumbent is also expected to remain knowledgeable about current developments in the field of drug policy.

Personal Contacts: Within SAM, contacts are with staff at all levels. Other contacts are with high-level officials and staff of the Executive Office of the President and Federal agencies and departments with in Congress, GAO, CBO, and various advisory committees and councils. Business and private sector, media, academic, and general public contacts may also be appropriate.

Powers of persuasion, awareness, and tact are essential to problem recognition and resolution, as is appreciation of various responsibilities facing officials with whom the

Assistant is dealing.

Physical Demands: The work is sedentary. The physical demands described here are representative of those that must be met by the person working in this position to successfully perform the essential functions of this job.

While performing the duties of this job, the Assistant is regularly required to sit; use hands; and talk or hear. He/she is occasionally required to stand; walk; and reach with hands and arms. He/she must also occasionally lift and/or move up to 51 pounds.

Work frequently is performed under pressure. No special physical effort or skill is required. The Special Assistant may be required to work under stressful conditions or long hours to complete sensitive and urgent assignments. Typically, he/she may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items such as papers and books.

How to Apply: Send a current résumé and cover letter to info@learnaboutsam.org.

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements for further consideration. Only local candidates will be considered.