Job Opening: Staff Assistant

Description

The Association of American Publishers is looking for a Staff Assistant to assist members of its senior executive team, reporting to the Chief of Staff. The position will support several important administrative and policy portfolios.

Key Responsibilities:

Provide administrative support to the Chief of Staff and senior executives, including as follows:

- Help schedule and support in-person or virtual meetings;
- Plan and carry out special events;
- Assist with mail, emails, and phone calls;
- Assist with calendar appointments and travel;
- Manage routine office needs, including supplies; and
- Support or carry out research.

Requirements:

- Strong organizational and time-management skills.
- Rigorous attention to the details of assignments and deliverables.
- Exceptional verbal and written communication skills.
- The ability to thrive in a fast-paced, goal-oriented environment.
- The flexibility to balance urgent deadlines with routine responsibilities.
- The maturity to manage confidential or sensitive information.
- Prior experience as an administrative assistant or executing comparable responsibilities.
- An interest in publishing, public policy, and politics a plus.

Location

The Staff Assistant will work from AAP headquarters located at 1730 Pennsylvania Avenue, NW, Washington, DC. It is eligible for partial telework in keeping with the organization’s telework policy. The position assumes full-time employment of five days per week but a reduced schedule of four days per week will be considered upon request.

More about AAP

The Association of American Publishers represents the U.S. publishing industry on matters of law and policy, with a particular focus on copyright and freedom of expression protections. Our member companies invest in and publish thousands of literary properties each year, including adult fiction, nonfiction, children’s literature, scholarly research, professional content, and specialized course materials. Their authors have received countless top honors, including Pulitzer Prizes, Nobel Prizes, National Book Awards, Booker Prizes, PROSE Awards, and Newbery and Caldecott Medals.

More information is available at www.publishers.org.
Applications

Applicants should submit both a resume and cover letter to HR@publishers.org. Please put “Staff Assistant” in the subject line of all communications.

Depending on experience, candidates will be eligible for a full-time salary range of $63,000 to $75,000. This is a good faith compensation range that considers various factors including the specifics of the position and the relevant experience and qualifications of candidates. Our comprehensive and competitive benefits package includes generous vacation; medical, dental, and vision insurance; a matching retirement plan; and telework program.

AAP values the array of talents and perspectives that a diverse workforce brings. All qualified applicants will receive consideration for employment without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status.

July 26, 2024