

Teamsters Headquarters, Washington DC
Strategic Initiatives Department, Executive Assistant

Job Opportunity for Executive Assistants

The Teamsters Union is the largest and most diverse union in the country with over 1.3 million members. For more than a century, the Teamsters Union has been standing up for working people. Beyond freight drivers and warehouse workers, the Teamsters represents workers in virtually every occupation imaginable.

The Strategic Initiatives Department oversees the Teamsters' communications, research, economic analysis, and capital strategies, as well as the Teamsters History Project. Strategic Initiatives provides essential resources to Teamsters affiliates to succeed in organizing, public relations and contract campaigns, expand audience reach and improve messaging and public perception of the Teamsters. The Analytics Team in the Strategic Initiatives Department focuses on data to assist with contract bargaining, organizing and other strategic initiatives.

Position Description: The Executive Assistant's role provides high-level administrative and strategic support to the Strategic Initiatives Department's Assistant Director-Analytics Team, who also serves as the organization's Chief Economist. As a trusted partner for the Assistant Director, the Executive Assistant serves a critical role in managing executive time and presence. This position is a key managing organizer for the Department and will support the Assistant Director's communications, actively contribute to a culture of high expectations and high-quality execution, manage compliance with the organizations' administrative requirements, facilitate timely execution of initiatives, and support teamwide alignment to Department Direction.

A successful candidate is a mission-driven professional who thrives in a behind-the-scenes role that empowers visionary leadership and supports others to operate at their best. Natural communicators and relationship-builders who bring a strong sense of ownership to their work will thrive in this role. In addition, sound judgment, discretion, and emotional intelligence are essential, as the position involves handling sensitive information and relationships.

The position is based in Washington, DC. Candidates must be available to work in-person full-time at our DC headquarters.

Salary and Benefits: Starting salary range is \$70,000 - \$100,000 plus FICA reimbursement. The Teamsters Union headquarters offers a robust benefits package including a 100% employer-paid health & welfare plan, pension, 401(k), FSA, and vacation & sick leave.

Qualifications and Experience:

- At least five years of work experience, including at least three years of experience as an executive assistant.
- A degree in business or a related field preferred.
- Demonstrated strong organizational and management skills.
- Demonstrated advanced proficiency in Microsoft Office suite is expected.
- Demonstrated attention to detail while working in a fast-paced, modern office environment.
- Demonstrated competence in handling confidential and sensitive information with discretion, and tact.
- Knowledge of labor unions and/or economics preferred.
- Experience working in a national organization preferred.

Application Process: Please submit a cover letter, resume, a short writing sample, and 3 references to humanresources2@teamster.org. Subject: "Executive Assistant" No phone calls please.

The Teamsters Union Headquarters is an Equal Opportunity Employer.