

Title: Administrative & Special Projects Assistant (Part-Time)

This position is overseen by the Senior Manager of Research & Special Projects, and also receives assignments from the Senior Manager of Operations & Administration.

Job Description:

We are looking for a data maven, culture champion, and dot connector to join our small but mighty office. Working as a member of the Special Projects team, the Administrative & Special Projects Assistant will provide support across the organization.

This position will take ownership of our Salesforce database—a vital tool that is heavily relied on by the organization. The Administrative & Special Projects Assistant will ensure precise entry of contact and vendor information, files, and notes; establish standards for data consistency; and conduct ongoing review work to ensure data quality. The candidate should be comfortable taking direction and executing on projects; show strong skills in scheduling, organization, administration, and written and oral communication; as well as possess a demonstrated interest in advancing women's representation in politics.

This is a part-time, remote position for 12-15 hours per week (the ideal candidate will be able to work most of these hours Monday – Friday between 9am-5pm). During peak times (ie. the holiday season) there may be as many as 20 hours required. This is primarily remote role, and Administrative & Special Projects Assistant is responsible for physically checking the mail in Porter Square, (Cambridge, MA) at least 1-2 times per week. In-person requirements also include staff retreats up to 3x per year and coordinating and attending occasional celebration or team building staff events in the Greater Boston area.

About Us

The Lee Family Office (LFO) manages administrative functions for philanthropic activist Barbara Lee and provides staffing for the Barbara Lee Political Office (BLPO) and the Barbara Lee Family Foundation (BLFF). The office operates in a primarily virtual environment, with the majority of staff working remotely.

For more than two decades, the [Barbara Lee Family Foundation's nonpartisan research](#) on women running for executive office has been used by academics, media, and practitioners to understand the obstacles and opportunities for women on the campaign trail. Our expertise on women in politics has been featured in national press outlets from the *New York Times* to *Glamour*, *Politico*, and MSNBC.

The [Barbara Lee Political Office](#) is a leading resource for progressive women candidates. BLPO advances women's equality in American politics by recruiting, electing, and supporting progressive, pro-choice women candidates and building a pipeline of Democratic women Governors and U.S. Senators.

Barbara Lee has been named one of Boston's most influential thought leaders by *Boston Magazine*, and her reach is nationwide. Barbara Lee has helped elect 193 women in 33 states, including the first woman Vice President and every sitting Democratic woman Governor and U.S. Senator.

RESPONSIBILITIES

Administration and Operations

- Work closely with staff to ensure smooth communication across teams regarding administration of Lee Family Office business including scheduling, events, and special projects
- Review and distribute incoming mail from the Post Office
 - Pick up mail at a P.O. Box in Porter Square
 - Sort, scan, and disseminate mail to relevant team members
 - Follow through with the decisions made for each mail piece
- Manage receipt of all incoming holiday cards and prepare tracking documents for review by the Communications Associate
- Maintain internal office directory with up-to-date staff contact information
- Assist with ordering office supplies for remote workstations

Salesforce Database Management:

- Regularly receive and implement notes from team members for the Salesforce database, including meeting notes, status changes, or updated contact information.
- Ensure detailed and precise data entry of contact/vendor details and financial contributions into the database taken from electronic and paper sources.
- Utilize organizational standards for information entry and information workflows.
- Proactive approach to making updates and seeking out information to capture in the database. Recognize the need for and perform research when updating contact information.
- Document sensitive, complex, and highly confidential information.
- Create and compile contact lists and reports.

Culture Champion

- Maintain Team Lee's celebrations calendar (ie. birthdays, baby showers, farewells, etc.)
- Provide administrative support for LFO events (order food for birthday celebrations, schedule introductory on-boarding meetings for new hires, schedule and manage virtual LFO -wide meetings and celebrations, and weekly engagement activities, etc.)
- Develop innovative and creative employee activities to promote team building and connectivity
- Plan and manage in-person events such as annual Holiday Party, All-Staff Retreats, and other team building events using creativity and fresh ideas
- Source vendors and negotiate with suppliers to secure activities, supplies, and venues

Vendor Coordination

- Review and reconcile FedEx and Staples billing statements
- Keep vendor logins up-to-date and manage changes, as needed
 - Coordinate vendor/account password change following staff departures

Special Projects

- Assist Senior Manager of Special Projects & Research with projects, as assigned
- Assist Senior Manager of Operations and Administration with projects, as assigned
- Conduct research on potential vendors or partners, as assigned.

Backup Support

- Serve as a backup for Program Administrative Assistant, including calendar support for the Executive Director
- Providing back-up administrative support to Programs + Communications teams; including scheduling support and material preparation for meetings and events.

Knowledge, Skills, and Qualifications:

- Bachelor's degree preferred
- Ability to physically check a Post Office Box in Porter Square, (Cambridge, MA) 1-2 times per week
- Demonstrated experience in an administrative support role coordinating basic projects, scheduling, and relying on written communication.
- Comfortable working on a wide range of tasks during a single day, as well as being able to focus on repetitive tasks for long periods of time
- Strong critical thinking skills and attention to detail
- Ability to clearly communicate and effectively collaborate
- Experience with event coordination and planning preferred
- Highly flexible and eager to support an evolving range of tasks and processes
- Ability to meet deadlines, and to adjust to unexpected changes
- Ability to work independently with limited supervision, and as part of a team
- Ability to spot opportunities to make a positive difference
- Professional and personable
- Mature, discreet, and able to maintain confidentiality
- Comfort with digital filing systems, scanning documents, and troubleshooting basic computer processes.
- Strong command of Microsoft Outlook, Word, Excel, PowerPoint. Salesforce or CRM experience preferred.

Salary and Benefits

The Lee Family Office is committed to workplace diversity and inclusion and candidates from underrepresented communities are encouraged to apply. We are an equal opportunity employer and do not discriminate in hiring or employment. We offer competitive salaries and benefits.

This is a part-time, largely remote, hourly position. Benefits for this role include 1 hour of sick time for every 30 hours worked and up to 5% match to 401k contributions.

To Apply, please send cover letter and resume to:

Kelly Duda

Director of Operations & Administration

Lee Family Office

kduda@barbaralee.com