

### **Job Opening: Executive Assistant**

This position is available immediately in our **New York City, NY** office.

Anzalone Liszt Grove Research is a nationally-recognized Democratic polling firm with offices in New York City, NY, Washington, DC, Montgomery, AL, and Lanai, HI. ALGR is looking for an intelligent, persistent, and extremely organized project manager and assistant with an interest in Democratic politics who can facilitate daily needs of ALGR's NY office. Applicant must be a self-starter who can move forward with little direction and is not afraid to ask questions.

#### **Primary responsibilities include:**

##### Executive Assistant Responsibilities

- Coordinating daily personal and professional schedule of NY office to keep projects on track
- Maintaining and monitoring calendar, e-mail, and contact database
- Booking and planning national and international travel, meetings, transportation and submitting travel expenses
- Scheduling clients calls and participate in all client conference calls and noting action items for ALGR staff
- Constant follow up and persistence ensuring completion of deliverables for clients and staff
- Coordinate communication between NY partner and associates in other offices

##### Project Management Responsibilities

- Take ownership of all projects coming through NY office
- Keeping track of client needs and deadlines and ensuring project timeline is followed
- Follow project checklist for every project
- Researching & creating proposals, pitches, presentations, and other items for clients
- Create, review and proofread client documents and questionnaires
- Serving as point of contact for clients working with NY staff
- Interfacing with ALGR Project Staff and Partners on day to day needs

#### **Preference given to candidates who possess a mix of the following:**

- Experience in Democratic politics and previous exposure to public opinion research
- Strong attention to detail in writing and reviewing documents
- Proven ability to multi-task and highly organized
- Bachelor's degree

Anzalone Liszt Grove Research offers a competitive salary and benefits package that includes employer-paid health insurance and yearly performance-based bonuses. Email resumes to [chase@algpolling.com](mailto:chase@algpolling.com). Open until filled.