

**Freedman Consulting, LLC: Administrative Associate
Washington, DC***

Freedman Consulting, LLC, a strategic consulting firm, seeks a proactive, strategic, and detail oriented Administrative Associate to join a mission-driven organization working for the public interest. The Administrative Associate will provide scheduling and executive support for the firm's President and Executive Vice President, support overall firm operational and HR needs, and contribute to firm hiring processes.

Freedman Consulting offers strategic consulting services to foundations, nonprofit organizations, and public interest coalitions, advising many of the nation's leading philanthropic institutions. Our work includes strategic planning and issue landscaping for major foundations, campaign advising and coordination for coalitions, public-private partnership creation and support, and policy development for a variety of advocacy campaigns.

The primary responsibilities for the Administrative Associate include:

- Scheduling and administrative support for the firm President and Executive Vice President, including managing calendars, tracking material review requests, handling meeting preparation, and assisting in any travel needs
- Support for Executive Team internal meeting needs, including scheduling and agenda development
- Assisting in all stages of hiring working with the firm's Talent Acquisition Director, including operations and logistics, scheduling candidate interviews and reference calls, and managing applicant data.
- Supporting general firm operational needs, including helping to coordinate firm events and retreats and other special projects

Qualifications of the Ideal Candidate:

1-3 years of previous related work experience is preferred. The ideal candidate will have previous experience with scheduling, operational, and administrative support duties. Applicants should possess strong attention to detail, the ability to effectively manage multiple tasks and meet deadlines in a fast-paced environment, professional verbal and written communications skills, a proactive nature, and an interest in the overall client values and mission of the firm. Prior experience collaborating across internal teams is preferred.

The salary range for this position is \$58,000-\$63,000

To apply, please submit your resume and cover letter to AA@tfreedmanconsulting.com.

Freedman Consulting, LLC, is an Equal Opportunity Employer. We strongly encourage candidates from underrepresented groups to apply. Freedman Consulting does not discriminate on the basis of race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Freedman Consulting, LLC is committed to providing access and reasonable accommodation in its services and employment for individuals with disabilities. If you need disability accommodation during the application process, contact the Director of Talent Acquisition.

**All Freedman Consulting employees based in Washington, DC, follow a hybrid office policy. There are no in-office requirements, in-office work is encouraged and determined by team managers. The firm's hybrid policy values flexibility and seeks in person collaboration when it will be most beneficial in serving client, project team, or firm needs. NOTE: This position requires occasional on-site presence in the firm's Washington, DC office.*