

Alliance for Nuclear Accountability
Washington, DC Full-time
DC Days Coordinator Job Description

The full-time Coordinator will be hired for a four or five month term, beginning in November and ending in March and based in the Washington, DC office of the Alliance for Nuclear Accountability (ANA). The Coordinator will work under the direct supervision of the ANA Director, and will make regular reports to the Director. The Coordinator's primary responsibility will be to support ANA in the organizing of its annual DC Days. In general, the Coordinator's responsibilities will be to support the work of ANA and its member organizations and assist in the daily and program operations of the DC office.

Key Responsibilities

DC Days (70-75%). The Coordinator will be given extensive responsibilities for assisting in organizing ANA's annual DC Days, including:

- * Coordinate regular conference calls with the DC Days planning committee
- * Assist with all logistical arrangements
- * Facilitate grassroots activists participation
- * Organize mailings
- * Assist in arranging congressional and administrative meetings
- * Organize Congressional reception

Issue Work (10-15%)

- * Attend DC meetings and hearings for informational, coordination, and research purposes
- * Assist in tracking legislation and reporting to ANA members
- * Assist with maintenance of ANA website
- * Conduct research and write reports, as needed

Administrative Work (5-10%)

- * General office administration tasks, including: answering phones, copying, filing
- * Help maintain office supplies
- * Backup of computer files
- * Assist in trouble-shooting technical problems