

## **Executive Assistant to the Chair**

Start Date: Immediate

Application Submission: Please send a cover letter, resume, list of references, and a Voluntary Self-Identification form (optional) by email to:

Heidi Kraus Kaplan  
Executive Director  
[hkrauskaplan@dfi.org](mailto:hkrauskaplan@dfi.org)

Job Summary:

The Minnesota Democratic-Farmer-Labor (DFL) Party is hiring a full-time Executive Assistant to the Chair. The Executive Assistant to the Chair will report directly to the Chair. This person is responsible for providing comprehensive support to the Chair and ensuring smooth communication amongst our statewide and national partners, working directly with DNC, ASDC, donors, staff, and activists. This position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Responsibilities:

- Provide high-level calendar management, prioritize requests while troubleshooting conflicts, make recommendations to ensure smooth day-to-day engagements
- Excellent communication and time management skills
- Ability to function well in a high-paced environment with a high level of emotional maturity
- Be responsive to emails/texts/phone calls, with contact outside of normal business hours
- Provide “gatekeeper” role
- Arrange complex and detailed travel plans, itineraries, and agendas
- Manage all aspects of DFL’s office services, order supplies, maintain vendor relationships, develop policies and procedures for improved workflow and anticipate needs throughout the office

Requirements:

- 3+ years supporting C-Level executives
- Strong organizational skills, ability to multitask effectively and prioritize work
- High degree of resourcefulness and positive energy
- Ability to communicate clearly, effectively, and patiently, including a courteous and helpful attitude acknowledging the public relations aspect of this position
- Proficient computer skills including MS Office Suite, Doodle, G-Suite

Preferred but not required:

- Working knowledge of technology platforms

Compensation:

Commensurate with experience, with an initial salary band of \$75,000-\$85,000. Employees of the DFL are paid on a bi-weekly basis and receive a competitive benefits package including health care and dental.

Application Deadline:

Open until the position is filled

### **Voluntary Self-Identification Information**

Consistent with the DFL Party's commitment to including groups historically under-represented in the DFL Party's affairs, by virtue of race/ethnicity, age, sexual orientation, or disability, we encourage members of underrepresented groups to seek jobs within the DFL Party. To help in this effort, we ask applicants to complete this self-identification form. Completion of this information is voluntary and is not a requirement of employment. This information will not affect the decision regarding your application for employment. This information will be kept confidential. Please select one or more groups that fit your identity:

- African American/Black
- Asian/Pacific American
- Hispanic or Latino
- LGBTQ+
- Native American
- Person with Disability
- Veteran
- White or Caucasian