A picture containing drawing

Description automatically generated

Executive Assistant

Immigrant Food

Immigrant Food is seeking an executive assistant to support its administrative, communications, and outreach capacities with an opportunity for growth and management responsibilities. The assistant will work at a dynamic startup environment with exposure to many aspects of a new social enterprise. The ideal candidate has a passion for corporate social responsibility and business, with a talent for organization and sharp eye for detail.

**What you’ll do:**

**Administrative**

* Organize and coordinate calendars, tasks, and meetings of the managing team.
* Schedule and plan meetings and appointments with outside stakeholders.
* Maintain detailed notes of meeting/appointment details and keep the managing team informed of deadlines.
* Managing supplier applications and vendor relationships
* Managing important financial information.
* Research key purchases of goods and services
* Monitor restaurant supply inventory and schedule deliveries when necessary.
* Assist with other tasks as assigned.

**Communications & Events**

* As part of a growing startup, you will have opportunities to take on management responsibilities, including but not limited to leading the organization of private and public events, caterings, board meetings, etc.
* Coordinate events with NGO partners and those renting out the restaurant.
* Create documents/excel spreadsheets to streamline event data and services.
* Research background materials on key people and organizations.
* Draft briefing memos and talking points.
* Assist in work with partner NGOs, including but not limited to quarterly reports and reviews.
* Support the creation and distribution of newsletters, press releases and related materials.

The assistant will report directly to the Chief Operating Officer with the above-described tasks and as opportunities arise. S/he will work on diverse tasks that will expose them to the daily workings of a start-up.

***Immigrant Food*** *is Washington D.C.’s first cause-casual restaurant that serves delicious food inspired by immigrant gastronomies, and that is a place for advocacy, change, and community.* [*https://immigrantfood.com*](https://immigrantfood.com)