**Executive Assistant**

Remote/Operations Division/Part-time

**About Us**

A nonprofit organization, the Digital Dollar Project (DDP) was created to encourage public discussion on the potential advantages and challenges of a U.S. CBDC — or a “digital dollar.” Through research and pilot programs, DDP explores options for a CBDC solution to help enhance monetary policy effectiveness and financial stability; provide needed scalability, security and privacy in retail, wholesale and international payments; and integrate with existing financial infrastructures, including U.S. Federal Reserve-related projects.

DDP views the infrastructure underpinning the U.S. dollar as a critically important public good and believes that upgrading this infrastructure will provide current and future generations enhanced flexibility, optionality, stability, and prosperity. As such, DDP’s work is conducted in a highly collaborative and open-source manner.

**The Opportunity**

Our team has a start-up mentality. We take smart risks, solve important problems, and adapt and iterate quickly. We are seeking someone passionate about small details, team collaboration, and financial access. We are a small team that is made stronger through diversity and collaboration.

**Responsibilities**

The Executive Assistant will contribute to DDP’s mission by supporting the Executive Director, membership and Board operations, and general operational execution. This person is the “master builder” and will use intelligence, grace, and humor to manage competing priorities and a wide range of internal and external stakeholders. Responsibilities include:

* Provide high-level administrative support to the Executive Director and/or other assigned leadership staff
* Perform clerical and administrative tasks, including maintaining records and drafting letters, memos and other documents for senior staff
* Arrange travel and accommodations for Executive Director
* Schedule meetings on behalf of the leadership team
* Receive incoming communication or memos on behalf of senior staff, reviews content, determine importance, and summarize and/or distribute content to appropriate staff
* Back-end ops: work closely with DDP Operations (i.e., submitting grant proposals, coordinating membership meetings)

**About You**

We seek a self-motivated, detail-oriented, high-performing Executive Assistant who will support DDP’s growing operational needs. This person will be instrumental to the growth and company culture of DDP.

* Ability to deal with complexity and ambiguity in a dynamic and fast-paced environment
* Excellent organizational skills and attention to detail
* Excellent verbal and written communication skills
* Excellent time management skills with a proven ability to meet deadlines
* Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software

**Benefits**

The Digital Dollar Project is an all-remote-work organization that hires world-class talent. Collaboration is in our DNA, and we pride ourselves on being able to work closely together while not being tied to an office. This position is currently classified as part-time support (15-20 hours/week, $25/hour). For part-time employees, we offer:

* A competitive hourly wage, plus:
* Flexible work hours
* Annual learning stipend

Should work demand, this position could become full-time in 2023. At that time, full-time employee benefits would be available.

The Digital Dollar Project is an Equal Opportunity Employer. We value diversity and encourage anyone interested to apply! All your information will be kept confidential according to EEO guidelines.