



**Special Assistant  
March 2026**

**Overview:**

Equimundo: Center for Masculinities and Social Justice seeks a **Special Assistant** to the President & CEO. This position will be part of the Operations team, working under the Vice President of Finance and Operations to ensure the position functions seamlessly within the broader organization. It is full-time, non-exempt, and based in Washington, DC (with a hybrid work-from-home/office model). Travel, both nationally and internationally, may be required.

**About Equimundo:**

Equimundo is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls and individuals of all gender identities. Working with men and boys to transform harmful gender norms and unequal power dynamics is critical to achieving gender equality. With partners in more than 55 countries, Equimundo's work – including high-impact research, evidence-based programs, and targeted advocacy efforts – seeks to create a nonviolent, caring, and gender-equitable future for all. For more information, please visit [www.equimundo.org](http://www.equimundo.org).

**Job Description**

Equimundo has a new opportunity for a **Special Assistant** to the President & CEO to provide high-level administrative and executive support.

The ideal candidate is comfortable supporting senior leadership, managing sensitive communications, coordinating complex schedules involving high-level stakeholders, and is familiar with Equimundo's work in masculinities, gender equality, and care. Success is a President & CEO with more bandwidth to focus on strategic planning, fundraising, and visionary thinking.

They will be highly organized and process-oriented, bringing structure, consistency, and follow-through. They will have strong judgment and discretion, a proactive attitude, and the ability to maintain professionalism and clarity.

The primary areas of responsibility of the Special Assistant are the following:

**Administrative**

- Act as a central conduit for the President & CEO, ensuring priorities, decisions, and context are clearly communicated to relevant staff members.
- Support the President & CEO in strategic presentations and events.

- With inputs from relevant staff members, develop talking points, presentations, and briefing books for the President & CEO's participation in key events.
- Oversee monthly departmental credit card reconciliation.
- Track priorities and ensure follow-up on key items.
- Manage the President & CEO's complex calendar, schedule meetings with staff, Board members, donors, and other stakeholders.
- Anticipate meeting needs, proactively prepare briefing materials and related correspondence, and share them with the appropriate parties.
- Track meeting follow-up action items.
- Manage the President & CEO's inbox. Route messages internally and externally based on urgency, importance, and alignment with priorities; track follow-ups. Draft responses, recommend actions, or escalate items as appropriate.

### **Travel**

- Coordinate and book all travel for the President & CEO, including flights and accommodations.
- Anticipate travel needs and ensure logistics align with meeting schedules and priorities.
- Prepare detailed travel itineraries and briefing material.
- Track and submit expense reports and receipts accurately and in a timely manner.

### **Liaison to Board of Directors**

- Schedule Board meetings and other committee meetings as needed in coordination with committee chairs and relevant staff.
- Circulate meeting agendas and materials and take minutes.
- Maintain up-to-date lists of Board contacts and committee members.
- Respond to general Board member inquiries as needed.
- Coordinate outreach, scheduling, and preparation for Board check-ins, calls, and meetings.
- Track Board communications and follow-ups to ensure continuity and responsiveness.
- Coordinate creation of Board meeting materials with Equimundo staff.

### **Preferred Qualifications**

- A minimum of five years of relevant experience in executive leadership support, ideally in a nonprofit organization, and in a topic area relevant to Equimundo.
- Ability to handle confidential matters with discretion and empathy.
- Excellent judgment and decision-making, and the ability to effectively address and resolve issues with a strong customer service orientation.
- Strong written and verbal communication skills, with the ability to edit, proofread, and ensure the accuracy of finished work products.
- Outstanding time management skills with an ability to be responsive to revisions and meet deadlines.
- Ability to take initiative, be resourceful, and exhibit a problem-solving mindset.
- Ability to thrive in a fast-paced environment and build relationships with departments across a geographically distributed team working in multiple time zones.
- Proficiency with Google Suite, Microsoft Office, and project management software.

- Commitment to Equimundo’s mission and vision. A passion for gender equality and social justice. Knowledge of gender, masculinities, international development, or social justice issues.

### **Compensation:**

Equimundo offers competitive and fair salary ranges in Washington, D.C., as well as in not-for-profit and related sectors. For this position, the salary range is \$70,000 - \$80,000, depending on years of experience and qualifications. The position includes fully paid health insurance for yourself, four weeks of vacation leave plus the last week of December, federal holidays, and an employer contribution of 8% of your annual salary towards retirement.

The proposed starting date is May 2026.

### **To Apply (Only shortlisted candidates will be contacted.)**

To apply, please send the following documents as **one single PDF file** labeled FirstName\_LastName\_SpecialAssistant, no later than **March 27**, to [jobs@equimundo.org](mailto:jobs@equimundo.org):

- Cover letter
- Resume
- Three professional references

In addition:

- Please write “Special Assistant” as the subject heading.
- Indicate if you are legally authorized to work in the United States.

### **Equal Employment Opportunity Statement**

Please view this description as a general overview, rather than a comprehensive, mandatory list. Apply if you feel passionate about our efforts and believe you have the skills to contribute and lead in this role. We want to hear from you!

Equimundo is committed to creating and maintaining a diverse and inclusive work environment for all employees, ensuring a workplace free from discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.

We are an equal opportunity employer, and we strongly encourage Black, Indigenous, people of color, women, people with previous felony convictions, members of the LGBTQIA+ community, and others who identify with underrepresented groups to apply.