

## AMPS JOB POSTING

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<b>Date Posted:</b>	<b>August 6, 2010</b>
<b>Company Name:</b>	Congressional Research Service, The Library of Congress
<b>Company Address:</b>	101 Independence Avenue, SE LM 209 Washinton, DC 20540
<b>Contact Name:</b>	Justin Paulhamus
<b>Contact Phone:</b>	202.707.0822
<b>Contact Email:</b>	<a href="mailto:jpaulhamus@crs.loc.gov">jpaulhamus@crs.loc.gov</a>
<b>Job Description:</b>	<p>Executive Assistant- Meeting and Special Events</p> <p>The Congressional Research Service (CRS) is a department of the Library of Congress that works exclusively for the United States Congress. CRS provides policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation.</p> <p>Every two years, CRS, along with the House of Representatives, sponsors a four day seminar for newly elected Members of the House of Representatives. All new Members and their families are invited. The seminar focuses on issues and legislative procedure that new Members need to understand during their first year in office.</p> <p>The program manager needs an executive assistant/coordinator to support all aspects of this four day event. The ideal candidate is detail oriented; possesses strong organizational and communication skills; and works well as a one of a strong team of professionals.</p> <p>Responsibilities include:  Financial and Contract Management - budget tracking; researching vendors for snacks and transportation; and ensuring completion of payment and or billing processes;</p> <p>Facilities and Services - conduct site inspection; conduct pre-meeting briefings with staff, suppliers, security, military, and facility providers; planning and ordering technology requirements; and conducting a post-meeting review with staff and suppliers.</p> <p>Logistics - updating invitation materials; securing and managing transportation; managing the reservation process; coordinating travel; communicating travel arrangements; supporting food and beverage functions; coordinate the preparation and shipping of materials; and manage all aspects of communication (both oral and written) with speakers, ancillary programs, a/v, transportation and special needs.</p> <p>Knowledge/ Education requirements</p> <ul style="list-style-type: none"> <li>- College degree or equivalent experience</li> <li>- Basic knowledge of MS Word or Word Perfect and Excel</li> <li>- Capacity to learn other types of software programs</li> <li>- Strong proof reading skills</li> <li>- Clear, professional, and polite phone manner</li> <li>- Ability to multi task and work in a fast- paced environment as part of a team</li> <li>- Strong organizational and interpersonal skills</li> <li>- Must have a professional demeanor</li> <li>- Business attire required</li> <li>- Understand customer service</li> </ul>

Starting date: August 15, 2010

Duration: full time (40 hours per week) temporary position lasting 6 months

Salary: high 40's