Guardrails Action

About Us

Guardrails Action is a 501c4 organization aligning the policy and organizing coalition necessary to contend for power and pave the way for a trajectory of AI that protects and benefits everyone–not just the AI industry. Guardrails Action uses a four-pronged approach:

1. **Policy:** Advancing an AI agenda that puts people in charge of the tech that governs their lives
2. **Accountability Campaigning:** Holding policymakers accountable to a pro-regulatory agenda
3. **Inside-Outside Organizing:** Collaborating with and between policy experts, movement leaders, and members of Congress to win
4. **Grassroots Mobilization:** Ensuring the people most impacted by AI are at the forefront of policy debates

We believe AI can be good for people and the world. But a future in which AI serves people requires rules, accountability, and a government that actually represents the public — not just its donors.

About the Role

Guardrails Action is hiring a Special Assistant to keep our executive team organized and support cross-functional initiatives across our team. The right candidate for this role will have several years of experience owning executive support functions, enjoy creating systems that are fit-for-purpose, and be skilled at balancing strong attention to detail with efficiency. This role reports to the Chief Operating Officer.

Key responsibilities

Executive Assistance to Two Team Members

- Calendar Management: Own the executives' calendars, scheduling and prioritizing meetings, calls, and travel to protect time for strategic work, including:
    - Weighing competing requests, decline or redirect where appropriate, and resolving conflicts quickly
    - Coordinating complex scheduling across time zones, internal teams, board members, and external stakeholders
- Inbox Management:
    - Monitor and triage the executives' inboxes daily, flagging urgent and sensitive items
    - Draft and send responses on the executives' behalf, matching their voice and judgment

    - Route requests to the right people and follow up until they are closed
    - Maintain filing systems so key correspondence and documents are easy to find
    - Serve as a professional first point of contact for internal and external inquiries
- Coordinate travel logistics as needed
- Manage expense reimbursements and reporting for both team members

Cross-Functional Support

- Research and Briefings: Prepare concise briefing memos ahead of meetings, events, and speaking engagements, covering attendees, background, objectives, and talking points
- Tracking organizational priorities:
    - Maintain systems for organizing and tracking executive and organizational, commitments, and deadlines
    - Follow up with staff and partners to keep action items moving and surface risks early
    - Capture decisions and next steps from leadership meetings and confirm they are carried out
- Event planning: Plan and run internal and external events, such as offsites, retreats, board meetings, donor or partner gatherings, and all-staff sessions, including vendors, budgets, logistics, and day-of coordination
- Take on other duties as assigned in support of the executive team and organization

Qualifications

- 3-5 years of experience in an executive support, junior chief of staff, operations, or project coordination role
- Demonstrated experience managing a senior leader's calendar and inbox
- Ability to consistently maintain a 2-hour response time during regular business hours
- Comfort with asynchronous work and fielding requests coming in on email and Signal
- Excellent writing skills, with the ability to synthesize complex information quickly
- Proven ability to handle confidential information with discretion
- Proficiency with Google Workspace, video conferencing tools
- Experience working in political organizations is a significant advantage

Job Details

- Compensation: This is a full-time position with a salary of $90,000-$110,000 per year, commensurate with experience. We also offer a competitive benefits package, including: medical, dental, and vision insurance, flexible time off, and a 401k match
- Location: Remote, with a preference for candidates located in New York or DC

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How to Apply

Please send a resume and cover letter to jobs@guardrailsalliance.org.

Applications will be accepted until **November 8th**. We will review applications on a rolling basis.

Guardrails Action is an equal opportunity employer and strongly encourages applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, veteran status, or religion.