



Job Description for Administrative Assistant

Missions:

Battle Born Progress, through strategic communication efforts, empowers, engages, and mobilizes Nevada voters to build a state where everyone has a fair opportunity to succeed. BBP is a 501(c)(4) non-partisan advocacy organization.

Institute for a Progressive Nevada educates, empowers, and engages Nevadans to build a state where everyone has a fair opportunity to succeed. IPN is a 501(c) (3) nonprofit organization.

Job Title: Administrative Assistant

Reports to: Executive Director and Deputy Director

The Administrative Assistant is responsible for the following:

- Assist the Deputy Director with accounting, compliance, and reporting
- Assist with Human Resource functions such as employee file maintenance, timesheet administration, and onboarding/offboarding employees
- Maintain organizational files and support in annual organizational document updates
- Manage logistical support for events, conferences, and external meetings
- Booking of travel and accommodations for staff members as needed
- Contract maintenance for all organizational vendors & contractors, including accounting, compliance, and legal
- Assist with managing admin and executive team calendars and agendas, including for quarterly board meetings.
- Long-term projects include:
 - Creating and executing a process for digitizing organizational records
 - Implement a plan to purge outdated inventory and manage equipment needs
 - Organize shared drives to maintain organizational materials and manage access
- Other responsibilities as assigned

This position requires creativity and flexibility due to the fast-paced nature and mission of the organizations. This position is a vital part of making the team functional and successful, and will take on a variety of roles as needs arise. Events will be scheduled at times in the evening and/or on weekends.

Additional Background and Information:

BBP (501c4) /IPN (501c3) are year-round, multi-issue, non-partisan communications, advocacy, and education organizations that serve as a voice in numerous policy issues and debates. BBP/IPN engages in short-term, rapid response and proactive, long-term messaging projects aimed at moving the public dialogue.

Location: Southern Nevada

Term: Salaried full-time position, starting at \$50,000 with full benefits

- 100% employer paid health, vision & dental insurance
- Cell phone reimbursement
- 401k policy
- 15 paid holidays annually, plus the time off in December at the discretion of the Executive Director
- Unlimited paid vacation policy plus sick leave

To Apply: Send cover letter, resume, and writing sample to jobs@battlebornprogress.org no later than April 3, 2026.

BBP/IPN is an Equal Opportunity Employer and welcomes applications from all qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, national origin, involvement with the criminal justice system, or age.