



Together, we fight online child sexual abuse.

Programs Administrator and Executive Assistant

Washington, DC or Remote (US-Based)

Background

Since 2006, the [Tech Coalition](#) has been uniting leading global tech firms to protect children from online sexual exploitation and abuse. Relaunched in 2020, the TC is a rapidly growing coalition of over 55 tech companies, including Google, Meta, Amazon, Apple, Microsoft, OpenAI, Nintendo and Sony, that have made a mutual commitment to support and collaborate for the purpose of eradicating online child sexual exploitation and abuse.

We have combined forces to accelerate the technological innovations that will keep children safe, facilitate information and knowledge sharing amongst our members, advance meaningful dialogue between industry and the broader child protection community, drive industry transparency and accountability, and fund independent research.

Tech Coalition Employee core values

The Tech Coalition seeks to create the optimal conditions for each team member to make their best contribution to the mission. At the heart of this are four core values we expect all team members to exemplify. We are:

- Committed to one another and to the work. We dig in and get it done. We own the whole mission.
- Capable of purposeful and thoughtful leadership. We are resourceful, well-prepared, organized, and responsible.
- Creative in our approach to our mission. We are thoughtful, agile, and innovative. We seek out new and better ways forward.
- Kind humans. We are friendly, generous, helpful, and considerate.

The role

The **Programs Administrator & Executive Assistant** will provide essential administrative and coordination support across Tech Coalition's programs including Pathways, Member working groups, and more. This dual-role supports both operational consistency (e.g., onboarding, systems access, scheduling) and executive-level assistance to the VP of Programs and Member Success. It's ideal for someone who thrives in a fast-paced, mission-driven environment and has excellent organizational and interpersonal skills.

Responsibilities:

- Coordinate access and onboarding to Pathways and member engagement systems and platforms.
- Provide administrative support for TC programs, working groups, and webinars, including scheduling, agenda preparation, note-taking, and follow-up
- Manage logistics for webinars, meetings, and some administrative tasks for in-person events.
- Support member communications (newsletters, event invitations, updates) and maintain contact lists.
- Administer member-facing tools and platforms (Slack, Google Groups, Mailchimp, Google Drive).
- Assist with presentation development and updates for internal and external meetings.
- Collect, input, and maintain member activity data in the CRM and other systems to support reporting and analytics, in partnership with the Member Operations Specialist.
- Provide executive support to the VP of Programs & Member Success, including scheduling, travel planning, communications, and meeting preparation.
- Track and manage action items to ensure timely completion.
- Liaise with internal staff and member companies to coordinate scheduling and information-sharing.

Qualifications

- Bachelor's degree preferred.
- 2 years of experience in administration, program support, or executive assistant roles.
- Highly organized with excellent project management skills.
- Strong written and verbal communication skills; able to interact with senior-level stakeholders.
- Exceptional note-taking skills with the ability to capture key points, decisions, and action items while maintaining contextual understanding.
- Proficiency in Google Workspace and collaboration tools (Zoom, Slack, Asana, Confluence).
- Familiarity with CRM systems (Salesforce, HubSpot, Copper, or similar), SurveyMonkey, and Mailchimp
- High attention to detail and strong memory for names and organizational context, supporting member and stakeholder engagement.
- Discretion in handling sensitive information.
- Proactive and collaborative mindset; thrives in a small, fast-moving team.

Location: Remote (US-based; Washington DC Metro Area preferred)

Travel: Occasional travel required

Compensation: \$50,000 - \$70,000 base salary; bonus based on performance; health insurance; 401k plan with match

To Apply: Send cover letter and resume to recruiting@technologycoalition.org