



409 7th Street, NW, Suite 250
Washington, DC 20004

07/30/2024

Job Description: Assistant/Coordinator, Communications

This position presents an outstanding opportunity to contribute meaningfully to a fast-paced trade association, located at the center of the innovative and evolving world of digital advertising. The NAI leads in the development of privacy self-regulatory guidance and best practices for cutting edge advertising technology companies, and we are the leading trade association promoting public policies that encourage data privacy to promote robust digital advertising.

The successful applicant will have skills and experience in communications and administrative procedures, and will have opportunities to grow their skills and career. The ideal candidate may be a recent college graduate, young professional, or experienced communications or administrative professional looking for stimulating work as part of a fun and fast-paced team.

Responsibilities may include:

- Support NAI's operational, policy, and legal teams
- Draft regular newsletter for NAI members
- Conduct industry research
- Organize and maintain NAI member databases
- Draft blog posts, member email communications, and develop online content
- Collaborate with team to maintain and update the NAI website, and manage NAI social media feeds (LinkedIn, X and Youtube)
- Coordinate NAI educational webinars and membership calls

Skills & Education/Experience Required:

- Relevant B.A. or B.S. degree
- Excellent organizational skills, proactive, and effective working both independently and part of a team
- Ability to prioritize a wide range of tasks in a fast-past environment
- Strong communication and marketing skills, including the ability to create content for different audiences
- Strong interpersonal skills and verbal communication skills
- Experienced using social media on a corporate level
- Microsoft Office and Google Suite skills

Skills & Education/Experience Preferred:

- Enthusiasm and interest in technology, public policy, and data privacy
- Experience with or knowledge of the digital advertising industry
- Interest in advertising technology

Benefits and Work Environment

- With offices in Washington, DC and Portland, ME, the NAI is a fast-paced, dynamic environment with a lean and efficient team.
- This is a hybrid position, with flexibility to work in person at our office in Washington, DC and remotely (2-3 days in person per week).
- Excellent benefits, including medical, dental and vision insurance, generous annual leave available.
- Nationwide travel (10%) and access to industry events.

Application Process

Interested candidates should submit a cover letter and resume to admin@networkadvertising.org.

About the NAI

The Network Advertising Initiative is a trade association of close to 100 leading technology companies committed to shaping and enforcing responsible data management practices for online personalized advertising. NAI has been the leader in shaping workable solutions for the online advertising industry in the face of daunting public policy problems for over a decade. NAI membership includes some of the largest names in technology, as well as startups in incubators. The NAI's membership incorporates not just advertising networks, but also leading data management platforms, data exchanges, real time bidding platforms, mobile marketing companies, and marketing analytics service providers.