



**Title:** Principal(s) Scheduler and Organizational Support

**Location:** Washington, DC

**Classification:** Full Time

**Salary:** \$45,000

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Venn Strategies is a fast-paced, nationally recognized full-service government and public affairs firm based in Washington, DC. Our track record of success is a function of our broad array of working relationships, our strategic expertise and our impeccable bipartisan reputation across the policy and political spectrum.

We offer our clients a wide range of deliverables focused on advocacy, issue management, coalition management, grassroots engagement, alliance development and strategic advisory services. Specializing in matters of health care, tax, economic policy, financial services, trade and critical infrastructure, our firm strikes a critical balance providing the depth and breadth of a major political powerhouse, combined with the personal attention and engagement that only a principal-driven boutique can offer.

Venn is looking for an entry level employee who has experience in coordinating special events, scheduling and planning. Maybe you were in charge of scheduling tours for your college, or put together events for a campus organization, if so, this might be a great opportunity for you.

Venn is a fast-paced environment and your work will require extreme focus and excellent attention to detail. You will be scheduling for four (4) principals, some more heavily than others, which will include coordinating meetings and lunches, sending invitations and meeting requests, booking travel and accommodations and working with others. You will also work with our programs team helping plan and organize events. This could entail scheduling on a mass scale, negotiating contracts, research, compiling programs, creating agendas and extensive follow-up. You should be a self-starter and take direction with accurate execution. The ideal candidate will have the acumen to understand the larger picture and foresee needs, potential problems or offer suggestions to make a more successful event.

If you believe you are the perfect fit, please send in your resume to [job@vennstrategies.com](mailto:job@vennstrategies.com) with Scheduler in the subject line.

#### **EEOC Statement**

Venn's employment practices are in accordance with the laws that prohibit discrimination against qualified individuals based on race, religion, color, gender, age, national origin, physical or mental disability, genetic information, veteran's status, marital status, gender identity and expression, sexual orientation or any other status protected by applicable law. Venn is an equal opportunity employer. If you require an alternative method of application or screening, please contact Human Resources.