



UNITED STATES COMMISSION ON  
INTERNATIONAL RELIGIOUS FREEDOM

**Administrative Specialist**

U.S. Commission on International Religious Freedom

Washington, DC

\$55,000-\$70,000 per year (depending on qualifications and experience)

**Closing Date**

January 16, 2025

**About USCIRF**

The U.S. Commission on International Religious Freedom (USCIRF) is a bipartisan independent federal commission that monitors and seeks to advance the internationally recognized freedom of thought, conscience, religion, or belief and related human rights. Created by the International Religious Freedom Act of 1998, USCIRF is a legislative branch agency that reports on the universal right to the freedom of religion or belief abroad, using international standards to do so, and makes policy recommendations to the President, Secretary of State, and Congress. More information about USCIRF is available at [www.uscirf.gov](http://www.uscirf.gov).

*USCIRF is an equal opportunity employer.*

**Job Summary**

USCIRF is seeking an Administrative Specialist who will provide support for the Commission's travel and administrative functions including but not limited to coordination of domestic and international travel, meeting/event coordination, and general office and facilities management.

**Key Requirements**

- U.S. Citizenship
- Resume and supporting documents (see *How to Apply*)
- Completion of a satisfactory background investigation
- Completion of a probationary period
- Selectee must be able to meet/maintain suitability and security requirements

**Duties**

Reporting to the Chief Administrative Officer, the Administrative Specialist's primary responsibilities include the following:

- Perform a wide variety of administrative and operational functions and specialized duties each requiring broad working knowledge of subject matter, procedures, or practices.
- Provide internal and external customer service in person, over the phone or in writing.

- Coordinate and arrange travel for Commissioners, staff, and invitational travelers. This includes completing travel related activities such as utilizing USCIRF's travel management system, obtaining visas for international travel, etc.
- Prepare and process travel authorizations and vouchers for Commissioners.
- Assist with USCIRF meeting and events, including room reservations, setup, and related logistics, as well as scheduling and managing interactions with Commissioners as may be required.
- Serve as primary point of contact for facilities management and assist in day-to-day operations and maintenance of the office to include preventative maintenance and inspections of office equipment and furniture.
- Provide administrative support including but not limited to: general office management, including answering telephones, mailings, maintaining calendars, escorting guests, managing supplies.
- Develop internal administrative standard operating procedures by researching prior publications, regulations, and recommending new policies and/or changes
- Serve as a backup timekeeper.
- Perform other duties as assigned.

### **Required Qualifications**

This position requires a minimum of a bachelor's degree.

Seeking entry-level candidates with 0-2 years of experience commensurate with duties outlined above and including:

- High standards of timeliness and accuracy, and excellent organizational skills;
- Strong written and verbal skills;
- Strong attention to detail in a fast-paced environment;
- Ability to multi-task and work in a fast-paced setting, defining and meeting deadlines;
- Apply solid judgment, discretion, and patience;
- Ability to prepare presentation materials and independently note and follow up on commitments made;
- Ability to work independently with minimal supervision but also part of a team; and
- Experience using Microsoft Office applications, including Excel, Word, PowerPoint, and Outlook.

### **How to Apply**

To apply, candidates should email a cover letter, resume, and three references in this order and within a single PDF file to: [jobs@uscirf.gov](mailto:jobs@uscirf.gov).

Applications must be in a PDF format.

Applications will be held in strict confidence. After submitting your application for this position, you will receive an e-mail confirming receipt of your application materials. USCIRF will contact you if we wish to schedule an interview or if we require additional information or references. Please email all questions about the position to [jobs@uscirf.gov](mailto:jobs@uscirf.gov).

***No calls please.***

### **Evaluation of Applicants**

This job is excepted from the competitive civil service. Applicants will be evaluated and deemed either eligible or ineligible based on the relevance and quality of their experience and education and on the desired qualifications described above.

Pursuant to section 204(c) of the International Religious Freedom Act of 1998, as amended, USCIRF staff members are hired “on the basis of professional and nonpartisan qualifications.”

### **Benefits**

USCIRF offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, Federal holidays, retirement, life insurance, and medical benefits. Please visit [www.opm.gov](http://www.opm.gov) for more information on benefits.

### **Other Information**

- Duty station is Washington, DC
- Travel expenses related to the hiring process will not be paid
- Relocation expenses will not be paid

***Selective Service.*** If you are a male applicant born after December 31, 1959, you must certify at the time of appointment that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

***Reasonable Accommodation.*** USCIRF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact USCIRF at [jobs@uscirf.gov](mailto:jobs@uscirf.gov). Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

***Equal Employment Opportunity.*** The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.