EXECUTIVE ASSISTANT & OPERATIONS MANAGER

Job Title: Executive Assistant & Operations Manager
Location: SF Bay Area preferred (remote flexible)
Salary Range: $120,000+ (commensurate with experience)

CITIZENS FOR SAFE AI

Citizens for Safe AI (CSAI) is building support for serious action on the risks created by advanced artificial intelligence. Our work spans grantmaking, political and stakeholder engagement, events, policy, communications, and the incubation of new projects designed to strengthen the AI safety ecosystem.

POSITION OVERVIEW

CSAI's Executive Assistant & Operations Manager will serve as a critical execution partner to organizational leadership while building and managing a high-touch events program. This is a high-trust execution role for someone who can keep leadership organized, manage complex logistics, and make sure important things happen smoothly and on time.

SCOPE OF WORK

You will be responsible for day to day scheduling, planning & prep for CSAI's senior leadership, overseeing events, calendars, scheduling, travel, meetings, invitations and RSVPs, briefing materials, vendors, production, correspondence, and follow-up. You will anticipate needs, drive priorities forward, and ensure leadership and major events are well-prepared and executed.

You will own or coordinate:

- Executive correspondence and meetings
- Invitations, guest lists & RSVP management
- Venue, catering, vendor & production logistics
- Travel and accommodations
- Speaker and principal logistics
- Briefing materials, notes, agendas & run-of-show documents
- Staffing and on-site execution
- Post-event follow-up

Events will include policy discussions, candidate events, donor gatherings, dinners, briefings, and larger convenings.

QUALIFICATIONS

You are an exceptional organizer with strong judgment, attention to detail, and the ability to manage many moving pieces at once.

- Experience supporting senior leaders and/or executing high-level political, nonprofit, philanthropic, technology, campaign, or corporate events
- Strong scheduling, travel, logistics, and follow-through skills

- Professional-level short form (e.g., email, text, etc.) writing skills.
- Excellent judgment, discretion, and communication
- Comfort working with senior officials, donors, experts, vendors, and outside partners
- Ability to move quickly, solve problems independently, and remain calm when plans change
- Comfort with periodic travel and irregular hours

Prior experience in the AI Safety & Governance space is a plus.

COMPENSATION & BENEFITS

- Salary: $120,000+, negotiable + commensurate with experience
- Competitive benefits package
- Remote work flexibility (U.S.-based); SF Bay Area, CA preferred
- Periodic evening/weekend work and travel required

HOW TO APPLY

Please submit an application via this form. Applications will be reviewed on a rolling basis until the position is filled. Citizens for Safe AI, Inc. is an equal opportunity employer. Employment decisions are based solely on merit, qualifications, and competence without regard to any status or characteristic protected by law. This position is subject to legal requirements for election-related activities in the U.S. As a result, applicants must be U.S. citizens or lawful permanent residents.