



JOB DESCRIPTION

POSITION TITLE: Scheduling Coordinator

Washington, DC – In Person

\$50,000-\$80,000 base + bonus

Position Summary

Todd Strategy Group is seeking a Scheduling Coordinator to support a handful of partners in a fast-paced Washington environment. This role is ideal for someone with 2-3 years of experience in government or government affairs/private sector who wants exposure to how policy, business and government intersect.

Essential Job Duties and Responsibilities

- Coordinate calendars and schedule internal & external meetings
- Work with client administrative staff and internal colleagues
- Schedule coffees, breakfasts, Zooms, happy hours, and dinners
- Provide travel options and logistical support for partners
- Keep calendars clean, realistic, and up to date

Qualifications

- 2-3 years' experience in a fast-paced DC environment
- Strong organization and communication skills
- Comfortable with Outlook, Teams and other Microsoft Office Suite tools
- Ability to handle confidential information with discretion

Compensation & Benefits

- \$50,000-\$80,000 base salary depending on experience
- Overtime eligible
- Annual performance-based bonus opportunities
- Medical, dental and vision, partially employer-paid
- 401(k), paid family leave, tuition assistance and charitable matching
- Two weeks of vacation per calendar year

About Todd Strategy

Founded in 2014, Todd Strategy Group (TSG) is a boutique federal government affairs firm located in Washington DC. Since our founding, we have established ourselves as a leader in the policy, advocacy and market access space, leveraging our expertise to help clients navigate a constantly evolving policy, political and business landscape. TSG is a full-service partner; from advocacy and regulatory analysis to market access

and strategic communications, every TSG client knows they have our entire team at their disposal for any needs that may arise.

Contact: Jobs@ToddStrategy.com