

GET INVOLVED

Careers



The Ayn Rand Institute (ARI) is seeking energetic self-starters interested in increasing the number of people discussing and exploring Ayn Rand's ideas. We offer competitive salaries along with a generous benefits program, including health and dental coverage (for full-time employees, the premiums are almost entirely employer-paid). We also offer matching funds for your retirement account, a paid-time-off system and ten paid holidays per year. Our office headquarters are located in Irvine, California.

Those interested in employment with ARI should forward their résumé and a cover letter with salary expectations to Human Resources, Ayn Rand Institute, 6 Hutton Centre Drive, Suite 600, Santa Ana, CA 92707, or email to careers@aynrand.org. Evidence of eligibility to work in the United States will be required. Completion of an ARI Employment Application will be requested before being considered for an interview. Candidates to whom an offer is extended are subject to background screening and are required to sign an ARI Employee Confidentiality Agreement.

While we thank all applicants for their interest in employment, we are able to contact only those to whom we can offer an interview. No phone calls, please.

Currently, ARI has the following open positions:

EXECUTIVE ASSISTANT

Job Description

The Ayn Rand Institute (ARI) is searching for an executive assistant who will provide administrative support for our senior-level executives in our Santa Ana, California, office. You will be responsible for professionally interacting with management within and outside of the Institute, comfortably communicating with ARI's board members and staff, external vendors and other constituents on behalf of these executives, and flawlessly handling confidential and critical details. In this role, it will be crucial for you to anticipate the needs of the executive team and to work flexibly to accommodate schedules. This is an immediately available position, reporting to the CEO.

The ideal candidate will have experience supporting high-level executives and is an energetic self-starter who is proactive, takes ownership of projects and priorities, is highly organized and interested in providing administrative support to ARI executives, who lead the Institute in its efforts to increase the number of people discussing and learning about Ayn Rand's ideas! This individual can pull files instantly, has superior file and data archiving and retrieving capabilities, is hard-working, is open to working longer hours, depending on CEO's schedule and priorities and is comfortable working with various types of stakeholders, including executives and VIPs. This candidate should be well organized and comfortable scheduling meetings and responding to emails on behalf of the executive. Lastly, this individual should be able to draft documents and help the executives with any necessary meeting preparations.

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Responsibilities

- Managing calendars
- Making travel arrangements for CEO and when required for board members
- Identifying opportunities during CEO travel for interactions with prospective and current donors, with help from Development team
- Aid executives in preparing for meetings and ensuring meetings stay on schedule
- Processing expense and budget reports
- Responding to emails and document requests on behalf of executives
- Drafting presentations, meeting notes, documents and reports for executives
- Assisting with the preparation of meetings and maintaining and taking minutes for board meetings

Qualifications

- Bachelor's degree or equivalent experience (two years or more)
- Proficiency in Microsoft Office Suite
- Fluent in both PC and Apple products
- Experience in managing multiple priorities, administrative coordination and logistics
- Well-organized, detail-oriented and able to multitask with excellent follow-up skills
- Strong written and verbal communication skills
- Familiarity with Access, or other database software, and experience with basic bookkeeping, accounts payable and receivable are ideal
- Basic understanding of Objectivism preferred but must be comfortable with ARI's positions

Seeking ways to get established, make connections and start your career?

Consider ARI's Junior Fellows Program

Be part of the fight for a rational culture! Join ARI's Junior Fellows Program, designed to help you become an Objectivist intellectual who will be engaged in today's issues and debates. If you're accepted into this unique program, you'll join ARI's team in Irvine, California, or Alexandria, Virginia, for up to one year, working on large-scale editorial projects while deepening your understanding of Objectivism. Salary and other perks apply. [Learn more.](#)

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Consider Seasonal Internships

Seasonal internships at ARI are offered in the fall, spring and summer through a partnership with the Charles Koch Institute. Additional information about the ARI internship program can be found at AynRand.org/students/internships. Additional information about the Charles Koch Institute's paid-internship program can be found at <http://cki.io/ApplyKIP>.

Legal Fellows Program

Are you currently enrolled in a JD program? Have you completed the first year of law school? Are you eager to advance Ayn Rand's philosophy of Objectivism in the culture? If you fit the description, then we can offer you the opportunity to take part in ARI's summer Legal Fellows program. The summer Legal Fellows program is a unique internship program that allows ambitious law students to work with ARI's policy team.

The program is overseen by ARI's director of legal studies, Steve Simpson, an experienced constitutional lawyer who worked for many years for the Institute for Justice.

The work includes writing and research projects on a variety of issues relating to the intersection of law and philosophy, including: freedom of speech, freedom of religion, regulation, pressure group politics, health care, international law, and more. Our legal fellow can expect to perform research for our policy experts and help with written works such as blog posts, op-eds, articles and books.

The position is unpaid, but we can supply you with information on funding sources for summer internships. Working remotely is feasible for the right candidate, so even if you are not in Southern California or the D.C. area, you might still be able to take advantage of this opportunity.

Apply today. Send your resume/CV and cover letter to intern@aynrand.org.