



Executive Assistant

Do you want to advance racial and economic justice while tackling climate change? Join an innovative young nonprofit organization, All In Energy, working to expand access to climate solutions and green jobs across the Commonwealth. Our mission is to accelerate an *inclusive* clean energy economy. We work hand-in-hand with cities and local community organizations to connect communities of color, non-English speakers and renters/landlords to energy-saving programs and affordable renewable energy. These programs help families save money, make their homes healthier, and combat climate change.

We are seeking an organized, detail-oriented and motivated **Executive Assistant** who thrives in a fast-paced environment to join our hardworking team. As the Executive Assistant, you will provide project and logistical support for our Executive Team, helping to ensure resources we develop are rolled out in an organized and timely fashion. The ideal candidate will be highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced non-profit environment.

Responsibilities:

- Provides high-level administrative support and assistance to the Executive Director and/or other assigned executive team staff.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for executive team staff.
- Assist executives in managing their email inbox by reading, and routing email correspondence and drafting response emails;
- Manages the calendars of the executive team members, liaising with internal and external entities to schedule meetings
- Occasionally attends meetings on behalf of executives, taking notes and recording minutes.
- Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- Maintains the staff meeting agendas and coordinates guest attendance.
- Coordinates board presence at staff meetings and staff presence at board meetings.
- Performs additional duties as assigned by executives.
- Miscellaneous tasks associated with implementing the nonprofit organization's mission, as needed.

Qualifications:

- Passion for addressing global climate change, equitable clean energy access, or economic and environmental justice.
- Can creatively problem solve and overcome obstacles off the cuff.
- Can work independently and as a part of a small, nimble team as assigned.
- Detail-oriented and able to keep records and systems organized.
- Excellent verbal and written communication skills.
- Strong organizational, schedule management, project management, and problem-solving skills with impeccable multi-tasking abilities.



- Excellent time management skills with a proven ability to meet deadlines.
- Fast learner who can quickly understand high volumes of information to effectively prioritize
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Extremely proficient with Google Workspace apps (GMail, Doc, Sheets, Slide, etc) or similar software with the ability to learn new or updated software.
- Successful completion of a background check and 5-panel drug test.
- Available for occasional weekend and evening events.

Hours, Compensation and Benefits: *For a detailed list go to bit.ly/AIEbenefits*

- 40 hours per week; at \$21.50-\$23.00 an hour.
- Flexible Work (hours or location).
- Relaxed Dress Code.
- Generous vacation, sick and holiday benefits.
- Health, dental and vision insurance.
- Retirement plan with an employer match.
- Business Travel reimbursement.
- Technology access with option to purchase upon departure.
- Stipends for workspace ergonomics furniture and professional/personal development.

To Apply: Send your resume and a paragraph about your interest to careers@allinenergy.org with the “Executive Assistant” in the subject line.

All In Energy is an equal opportunity employer who values diversity. In particular, we’re dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the clean energy economy. We’re committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We are actively seeking people who bring diverse backgrounds and perspectives to join us in this work.