

# Executive Assistant

Washington, DC

## WHO WE ARE

[Carbon180](#) is a new breed of climate-focused NGO on a mission to fundamentally rethink carbon. We know that our climate goals can only be met by rapidly reducing emissions *and* removing the carbon that already exists in our atmosphere. The good news? Carbon is much more than mere waste. We work at the intersection of science, business, and policy to champion solutions that transform carbon from a liability to an asset and foster a prosperous, carbon-conscious economy. Our team is based in Washington, D.C., with a few teammates that work remotely from other cities.

## THE OPPORTUNITY

### Overview

Carbon180 is seeking an Executive Assistant to support our growing team in Washington, DC. This role works directly with our Executive Director and President to help manage day-to-day priorities. You will be responsible for scheduling, project management, supporting cross-team and external communications, and other similar projects.

### Major Roles + Responsibilities

- Schedule internal and external meetings, prepare agendas, assemble pre-read materials, and communicate with attendees
- Support donor communications and community building, including organizing briefings and events, managing emails and phone calls, and tracking high-level deliverables
- Manage projects for the leadership team, using Asana and other tools, and synthesize detailed information, pulling out key deadlines and deliverables
- Draft internal materials to organize and communicate new ideas that span the organization
- Handle administrative tasks

### Compensation

- Carbon180 is deeply committed to providing competitive compensation and comprehensive benefits to our employees. *The salary range for this position will be between \$65,000 and \$85,000, commensurate with candidate experience.*
- Carbon180 prides itself on offering benefits to our employees that illustrate how we live our values. We offer the following:
  - 36-hour workweeks (we close at 1 p.m. every Friday!) + dedicated no-meeting time on Friday morning for focus work
  - Flexible work-culture — you're able to work remotely within Washington, DC or come into our coworking space
  - A generous 4 weeks of PTO in addition to 2 weeks of sick leave
  - We pay 100% of your medical/dental/vision insurance AND 100% of your dependents medical/dental/vision insurance
  - We offer a health & wellness stipend every quarter so you can take of yourself + focus on self-care
  - A team that values you + your contributions and respects you as a person within the professional

## WHO YOU ARE

Our ideal Executive Assistant believes deeply in our mission. Beyond that:

- **You roll with the punches, and can turn on a dime.** You remain flexible and operate comfortably in rapid response fundraising conditions. Often, it's on us to move fast to get people the information they need to invest confidently in our work.
- **You are an excellent and fluid communicator.** People go to you to help them convey complex ideas in a compelling manner and in the right format. You are able to leverage strong written and verbal communication skills across your responsibilities – whether it's designing a new system/procedure and rolling it out to the team, writing a proposal for funders, or communicating complex information to stakeholders, you understand that clarity, timing, sequence, and format of communications is a key driver of our ability to succeed.
- **CRM is your favorite set of letters.** You juggle dozens of active relationships by staying organized, transparent, and communicative, internally and externally. You rarely drop balls, and others would describe you as someone who follows up with them to follow up with you.
- **You excel on a small, nimble team, and are happy wearing lots of hats.** Working on a small, fast-paced, and quickly growing team feels not only familiar to you – you love it. You are flexible, comfortable with ambiguity, know how to roll with the punches, have a quick bounce-back time after a setback, and get energy from building the plane as you fly it.
- **You're high impact, low-ego, and kind to yourself and others.** Our Core Values (below) resonate with who you are and what you believe.

Beyond that, you will need:

- 0-2 years of experience in a similar role
- Believes deeply in Carbon180's mission, which drives their interest in joining our team
- Has excellent analytical, communication, & organizational skills
- Has a track record of project management, including internal and external projects with numerous moving parts & people
- Has prior experience in a fast-paced environment & thrives when connecting people + ideas + impact

## TO APPLY

- **To apply for the Executive Assistant role, please submit an application [here](#) no later than Monday, November 15, 2021. Applications will be reviewed on a rolling basis as they are received, so we encourage you to submit your application early.**
- On the application, you'll be asked to:
  - Answer some basic questions about your background / experiences,
  - Upload your most recent resume, and
  - In place of a cover letter, answer a few written reflection questions to help us learn more about your interest in joining our team, and in this role specifically.
- If you have any questions or issues submitting an application, please email us at: [hello@carbon180.org](mailto:hello@carbon180.org).
- We currently require that all employees that plan to enter a Carbon180 office or otherwise meet in person with coworkers or other third parties on Carbon180 business are fully vaccinated against the COVID-19 virus. Accordingly, this role will require full COVID-19 vaccination (subject to any exemptions or accommodations due to medical or religious reasons).

## OUR VALUES

At C180, we believe in living by an internal set of core values, which we strive to embody and celebrate in moments big and small.

- **One Boat.** We work hard to ensure that we are rowing in one direction as a team, aligning our work and resources to shared goals.
- **Pencil to Pen.** We think critically, do our research, and weigh multiple options. Then, we commit to move to action.
- **Win + Lose Together.** When one of us succeeds, we all win. When we encounter challenges, we determine how best to redirect the energy and resources of the team to solve them.
- **Person in the Professional.** Our team is composed of real people with real passions, interests, and needs, within and outside of our work. To be our best and most productive selves at work, we believe we need to care for ourselves and others.
- **Make Space, Share Space.** We believe in making space for all voices to be heard, within our team and our broader work – particularly and especially voices historically disenfranchised and disproportionately impacted by the effects of climate change.
- **Be a Window, Not a Door.** We're committed to transparency, and to shining light on how and why decisions are made. We are honest with one another, ask for clarity, and operate with integrity to build a culture of trust.
- **Grow the Braintrust.** We are committed to constantly learning, and to staying up to speed on the science of our field. We work to grow our knowledge, sharpen our skills, and to bring great minds to the field of carbon removal.

*Carbon180 is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria. Carbon180 continually seeks to enrich its staff and team culture. In particular, we're dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the sciences and in environmental advocacy. We're also committed to building an inclusive workplace culture where talented people of widely different backgrounds can thrive. We've adopted this commitment because we believe the inclusion of culturally diverse perspectives will improve our work and produce better societal and environmental outcomes for all, including historically disenfranchised communities.*