Executive Assistant to the Executive Director

Summary
Too often we hear that environmental and public health problems don’t have solutions. And that is not fair – they do. Often brilliant ones. But what we don’t have is time to keep moving this slowly to solve them. EPIC is a team of experts – innovators, lawyers, engineers and scientists – with the singular focus on policy changes that speed up environmental and public health progress. We are seeking to hire an Executive Assistant who has a strong passion and skillset to support our Executive Director and our diverse team as we work directly with stakeholders, develop solutions, and pursue policy reforms for the highest possible impact.

About EPIC
The Environmental Policy Innovation Center (EPIC) builds policies that deliver spectacular improvement in the speed and scale of environmental progress. As a five-year-old nonprofit, EPIC is committed to finding and highlighting the best approaches to scaling up environmental and public health results quickly. We focus on clean water, endangered species, environmental markets and the use of data and technology in producing environmental and public health outcomes. Equity and justice are at the center of EPIC’s approach, as we work on policies related to the accessibility of safe, affordable water, the right to clean water, as well as eliminating disparities in funding and environmental services faced by underserved and under-resourced communities. Data and technology are woven throughout EPIC’s strategy to inform and drive government action and community activism.

Position Description
Reporting to the Executive Director, EPIC seeks an Executive Assistant working as a full-time employee. This position is responsible for a range of duties, including administration, operations, and communications. The Executive Assistant may be asked to assist on other projects throughout the organization from time to time.

The Executive Assistant will be responsible for maintaining the Executive Director’s calendar and scheduling, for meetings, webinars, Zoom calls, etc.; managing organizational subscriptions to software, apps and services; managing a subset of staff and partner meetings; and supporting grant and contract documentation, record-keeping and reporting. The position will work closely with the Leadership team of directors on internal communications and technology needs, including things like web updates; managing Slack, Hubspot and Asana users; newsletters, email blasts and maintaining contact lists; and addressing basic technology requests from staff. The assistant will handle confidential information and communications and will be given significant discretion to handle matters in the Executive Director’s absence, including calls and emails. Over time, the assistant will have more independence to make decisions based on a developed set of goals and understanding with the Executive Director and other directors.

To be successful in this role, you will:

● Be self-motivated. Have a high degree of maturity, personal integrity, and interpersonal skills, and be self-motivated and comfortable in a young, growing organization.

● Leverage your creativity. Employ creative problem-solving skills to identify challenges and adaptive solutions.
Listen effectively and be responsive. Provide operations and strategy support with speed, empathy and critical thinking.

Responsibilities:

Administration and Operations - 60%
- Provide administrative, organizational, and communications support, focused on the needs of the Executive Director
- Scheduling and support for internal team/programmatic meetings, organization-wide meetings, and external meetings
- Support management of the team’s network of contacts, resources, and shared files related to partners, stakeholders, technical assistance recipients, funding sources, technical and community experts, and other relevant databases
- Support drafting of contracts and service agreements with contractors and stakeholder organizations
- Coordinate executive director’s travel arrangements (e.g. booking flights, cars, hotel, meeting room, restaurant reservations) and other logistics, plus some large in-person, cross-team meetings
- Help facilitate implementation of policies and procedures
- Perform special assignments and projects as assigned
- Provide support with onboarding new staff

Communications - 30%
- Provide support in organizing webinars, convenings, and other public events to highlight our work and our programs
- Contribute to external communications on our work by helping edit, design, and provide other support on newsletters, email blasts, op-eds, blogs, and social media posts
- Help ensure key pages on EPIC’s website are consistent with organization-wide templates and have fresh content, using Squarespace

Project and Grant Management - 10%
- Update records related to projects managed by Executive Director, including managing contacts, tasks, and organizations using customer relationship management and task management software (Hubspot, Asana, other tools as developed)
- Provide support drafting communications with and reporting to funders
- Provide support on preparation of reports, case studies, lessons learned, and grant proposals

Qualifications
Candidates must have:
- A four year degree or equivalent education
- 2+ years experience in a professional setting in one or more of the following areas: administrative, operations, project, or office management; past experience as an executive assistant a plus
- Excellent communication, research, organizational, and problem-solving skills
- Ability to manage time and prioritize tasks within established deadlines and handle multiple tasks simultaneously
- Past experience in environmental, public health or natural resource-focused organizations
- Demonstrated commitment to valuing diversity and equity and contributing to an inclusive workplace environment
- Entrepreneurial motivation, spirit, and resilience
We will prioritize candidates who:

- Are creative, naturally curious, and willing to take intellectual risks
- Have experience supporting a multi-faceted team with diverse external partners and stakeholders
- Have experience working in the nonprofit or public sectors

Salary Range
$60,000 - $85,000 (Negotiable for a highly experienced candidate whose role would expand beyond what is in this description)

Location
Preferably based in EPIC’s Washington, DC office with a minimum of 2 days per week remote. This position may require occasional travel to meetings, conferences, and other events. Work other than travel is done either in an office environment at EPIC’s Washington, DC office or at the candidate’s home office.

NOTE: We cannot employ residents of Alaska and Hawaii.

Benefits
EPIC offers a generous benefits package including health, dental and vision care, 401k contributions and four weeks of paid time off.

Applying
Qualified candidates, who are also authorized to work lawfully in the United States, should send an email to jessie@policyinnovation.org with “Executive Assistant” in the subject line. Please include a resume and a cover letter. You may also provide any supporting documents we should consider in evaluating your candidacy (e.g., writing samples, references).

We believe that including more people from a broad diversity of backgrounds, including people of color, people from working class backgrounds, women, and LGBTQ people, is essential for achieving our vision. We strongly encourage applications from people with these identities or who are members of other marginalized communities.

Additionally, we know there is not one ideal candidate who has all these traits so if you have a mix of interests, skills, and experience related to the above – and a passion for this work – please don’t let a gap in your strengths for this role stop you from applying or reaching out. Thanks for your interest in the position.