

JOB DESCRIPTION

Environmental Health Strategy Center

Title: **Executive Program Assistant**

Job Status: Exempt, Regular, Full-Time

The **Executive Program Assistant** will assist and support the organization's Executive Director in carrying out high-level program development, policy research and analysis, advocacy, organizing, negotiations, communications, coalition building, organizational leadership, management and fund raising. In the course of this work, the Executive Program Assistant will receive mentoring in methods for improving environmental public health, promoting an environmentally sustainable economy and sustaining a dynamic nonprofit organization, while providing administrative support to the chief executive.

This entry-level position is offered as a one-year paid fellowship designed for recent college graduates interested in pursuing a career in science, policy, technology or nonprofit organizational leadership related to environmental public health, sustainable business development or social change.

Major Responsibilities

1. **Program Support** – Assist the Executive Director in preparing program materials, policy research and analysis, and related program activities.
2. **Communications Support** – Help the Executive Director monitor, prepare and disseminate written and spoken communications across multiple media.
3. **Administrative Support** – Schedule meetings, organize travel logistics, maintain the calendar and provide related support to the Executive Director.
4. **Information Management** – Help capture, process, and organize data and tasks to ensure effective management of Executive Director's work load.

Specific Duties

PROGRAM SUPPORT

- Take notes and action minutes at key program meetings
- Compile and disseminate program materials and documents
- Conduct policy research and literature review, as assigned
- Prepare briefs and memos on key program issues, as assigned

COMMUNICATIONS SUPPORT

- Assist in drafting, editing and disseminating written communications
- Assist in maintaining Twitter feed, blog posts and related production
- Assist in responding to email and other correspondence

ADMINISTRATIVE SUPPORT

- Help maintain and manage the Executive Director's calendar
- Organize, schedule and prepare for meetings with key people and partners

- Arrange travel reservations and logistics for the Executive Director
- Assist in the preparation of expense, lobbying and other admin reports
- Provide other administrative and office management support, as needed

INFORMATION MANAGEMENT

- Help capture, process and organize incoming demands on Executive Director
- Help maintain reference material, project support materials and tickler files
- Help maintain the Executive Director's work load management database

Additional Responsibilities and Duties Assigned to All Employees

FUND DEVELOPMENT

All employees are expected to assist with execution of the annual development plan to support meeting the annual organizational budget. Activities may include, but are not limited to:

- Playing a lead or support role in drafting content for and/or submitting grant proposals
- Soliciting individual gifts from prospective major donors as assigned, by mail, phone, and in person
- Participating in donor cultivation and solicitation activities in support of small donor development, including by phone, email, or mail
- Playing a lead role in executing small fundraising events or a support role in organizing larger fundraising or donor cultivation events

PROGRAM SUPPORT

- Represent the organization positively in public at all times by acting as a professional representative and ambassador
- Support the mission and goals of the organization across all programs and departments

ADMINISTRATION

- Maintain accountability to administrative systems and procedures, including submitting expense reimbursements, credit card reconciliations, invoices, lobbying reports, and so on by the deadlines assigned, as well as submitting content for the organizational calendar and informing other staff of activities and whereabouts
- Participate actively in staff meetings and retreats and Board meetings when requested
- Plan, track, and report on individual and departmental work in support of organizational coordination and synergy
- Contribute content for organizational communications and marketing materials, such as the monthly e-newsletter

Reporting and Authority

The Executive Program Assistant reports directly to the Executive Director, and also reports to the Managing Director, who will act as senior staff liaison to the Executive Program Assistant in the Executive Director's absence. The Executive Program Assistant has authority to implement specific delegated tasks and to execute ongoing support activities in accordance with organizational guidance, practice and standards; and will consult with the Executive Director or Managing Director before initiating new assignments, finalizing public communications or making decisions that affect organizational resources.

Qualifications

College degree required. The successful candidate will have demonstrated outstanding academic performance, excellent writing skills and a commitment to positive social change. Must be highly self-motivated, self-directed and quick to response to rapidly changing demands. Must be highly organized with excellent attention to detail and follow-through while managing multiple tasks. Must be tech savvy with at least intermediate computer skills and be comfortable working on Mac computers. We need a strong team player with good people skills.

We prefer, but don't require, some relevant experience with nonprofit organizations or public issue campaigns. Highly capable administrative or business skills are also a plus.

Physical requirements include ability to spend hours listening and talking; working via computer, telephone and other electronic devices; driving frequently to meetings and events; light lifting of equipment and materials; with occasional night or weekend work, long days and overnight travel.

Approved: February 27, 2012

Revised: