



Part-Time Executive Assistant Position Description

Partners For Environmental Justice Overview

Partners for Environmental Justice (PEJ) is a community-based, 501(c)(3) non-profit organization that was created in the mid-1990's to advocate for the equitable treatment of both the human and natural communities in the Rochester Heights area of Raleigh, NC. In the late 1990's, PEJ envisioned the creation of an urban wetland park and commissioned the master plan for what is now the Walnut Creek Wetland Park. Today, our work continues to address historic and current environmental justice issues in Southeast Raleigh, to advocate for equitable development policies that improve community resilience, and to promote the multiple benefits that green infrastructure provides to communities and watersheds.

Position Type: Part-Time Contractor (potential to become permanent after 90 days)

Reports To: PEJ Executive Director

Position Description:

The ideal candidate is highly self-motivated, mature, friendly, and capable of managing their workload and prioritizing tasks in a fast-paced nonprofit environment. This is an excellent opportunity to join a growing nonprofit. Portions of the job may be done remotely.

Position Responsibilities:

- Providing personalized administrative support in a well-organized and timely manner including a number of tasks related to the Executive Director (ED)'s working life and communication.
- Maintaining ED's appointment schedule by planning and scheduling meetings with donors, board members, elected officials, community partners, etc.
- Preparing information for internal and external distribution. This may include writing letters, compiling data for reports, creating computerized presentations, writing reports, transcribing dictation, editing, proofreading, and other information preparation duties.
- Maintaining an organized filing system for paper and electronic documents; identify areas for efficiencies and/or improved practices.
- Compiling materials for board meeting packet and other information for the board.
- Helping with logistics for board meetings, conferences, and retreats.
- Supporting employee activities, including lunch-and-learns, birthdays, and team building activities;
- Assisting with travel arrangements, expense reports, etc. for ED.
- Maintaining confidentiality.
- Helping to foster an office environment that supports our growing team and encourages individual growth, collaboration and productivity and team culture.
- Providing weekly maintenance to the PEJ website, updating profile images, blogs, events, and social media oversight. Working with PEJ stakeholders and partners to provide current calendar activities pertaining to community outreach and support.

Essential Experience and Competencies

- Strong organizational, analytical skills.
- 4 years work experience and/or BA/BS or equivalent education.
- High degree of focus and attention to detail.
- High proficiency in Word, Excel, PowerPoint, and Outlook required.



Attributes

- Perseverance and patience: You help a busy and often-traveling ED stay organized, efficient and responsive.
- Flexible: You manage changing priorities with ease and get the job done. You take projects from start to finish and anticipate changes in schedules.
- Sense of humor: You take your work seriously, but not yourself and you have a natural tendency toward sharing joy, inspiration, excitement, and passion.
- Detail and deadline-oriented: You are attentive to details, generally get it right the first time, but invite input from others. You are accountable.
- Problem-Solver: You see problems and find and suggest solutions. You can easily shift back and forth from working autonomously to working collaboratively, and desire to undertake new and varied projects and responsibilities.
- Professional: You are mature, supportive, and dependable; you demonstrate poise, diplomacy, and tact.
- Process-oriented: You are efficient with setting up and maintaining systems to create high quality work in collaboration with others.
- Great communicator: You have excellent persuasive writing and proofreading skills.
- Team player: You actively support a culture where people encourage each other and work together to succeed and/or celebrate the successes of others. You ask for help when you need it and also pitch in to support others.
- Inclusive: You have a strong understanding of and commitment to diversity, equity, and inclusion and an interest in applying those principles to Partners for Environmental Justice (PEJ).
- Curious: you are eager to learn about developments in conservation and how they can improve PEJ's work. You keep up with advancement in office gadgets and applications.

Compensation and Benefits

The Executive Assistant will be compensated for reasonable and approved expenses incurred and will receive hourly pay as a part-time contractor. The expected hiring range for this position is \$15-\$20 per hour, depending on experience, with a flexible schedule.

This position will begin as a contracted 1099 role for the first 90 days, after which it will be evaluated to become a permanent and potentially full-time position.

To Apply

Please submit a resume, cover letter, and two professional references to amy@salostudio.com. Priority deadline to apply is Friday, October 11, 2024.