

Administrative Assistant

The Environmental Council of the States (ECOS) (www.ecos.org) is accepting applications for an administrative assistant to staff the office's front desk and to assist the Executive Director and senior staff on key projects.

About ECOS

ECOS is the national non-profit, non-partisan association of state and territorial environmental leaders. The purpose of ECOS is to improve the environmental capabilities of state environmental agencies and their leaders to protect and improve human health and the environment of the United States. To facilitate that, staff work with state environmental directors to champion the role of states, provide for the exchange of ideas, foster cooperation and coordination, and articulate state positions to federal agencies, Congress, and the public.

Job Description

The administrative assistant is an important part of the ECOS team. The administrative assistant works with other ECOS staff, state environmental directors and their staff, and representatives of federal agencies to support the association's work. The position reports to the Deputy Executive Director and works closely with the Executive Director and General Counsel.

Primary responsibilities are:

- To provide general office support to ECOS, including front desk duties, phone operation, scheduling, and maintaining a supplied and efficient office.
- To assist with registration services and related organizational assignments surrounding ECOS meetings.
- To assist the Executive Director with scheduling, travel arrangements, correspondence, timesheets, expense reports, and special projects.
- To help maintain the ECOS website.
- To provide support to ECOS staff on diverse projects, including information gathering, correspondence, and meetings.

Salary for this position is dependent upon qualifications, and ranges from \$33,000 to \$38,000. Competitive benefits including transportation stipend are also provided. The hours for the position are 9 am to 5 pm.

Minimum Qualifications

- Undergraduate or Associates degree with some office experience, or five plus years of full-time office support experience.
- Excellent communication, writing, and organization skills.
- Customer and colleague service orientation, with a desire to be a meaningful part of a team.
- Ability to work on many projects simultaneously and to prioritize tasks.
- Proficiency in Microsoft Office. Proficiency in WordPress preferred.

To Apply

To apply for this position, email a resume and a formal cover letter with the subject line “Application for Assistant” to ecos@ecos.org.

Applications must be received by 5:00 pm Eastern on November 28, 2017. The position will remain open until filled.

ECOS is an equal opportunity employer.