

## **Administrative Assistant**

The Environmental Council of the States (ECOS) ([www.ecos.org](http://www.ecos.org)) is looking for an administrative assistant to manage our office, staff our front desk and help the Executive Director and senior staff on important projects.

Our ideal candidate will have an outgoing personality, a can-do attitude and an appetite for learning about everything from conference planning to graphic design. You will keep the trains running on time, identify challenges diplomatically and help solve them creatively. If you're interested in environmental issues, this is a great opportunity to learn more about state environmental agencies and their missions, and how they work with EPA, Congress, and other federal agencies.

### About ECOS

ECOS is the national non-profit, non-partisan association of state and territorial environmental leaders. We work to protect the environment and public health by helping state environmental agencies do their work better. ECOS has just over twenty staff, with a great mix of senior, mid-career, and junior staff. We work on serious issues, but we don't take ourselves too seriously. We're located close to Union Station, but will soon be moving to a brand-new office near Metro Center with a gym, locker room, and secure bike storage.

### Job Responsibilities

As administrative assistant, you will work with ECOS staff, state environmental directors and staff, and federal agencies to support the association's work.

You will be responsible for:

- Providing general office support to ECOS, including staffing our front desk and phone, scheduling and facilitating meetings, and keeping our office organized and well-supplied.
- Helping to organize and execute of ECOS' conferences and meetings.
- Helping our Executive Director with scheduling, travel arrangements, correspondence, timesheets, expense reports, presentations, and other projects.
- Preparing basic spreadsheets, and writing and formatting basic documents.
- Maintaining and posting content on the ECOS website.
- Helping other ECOS staff with their projects by doing basic research and gathering new information.

You will report to our Deputy Executive Director.

Your salary will range from \$34,000 to \$38,000 depending on your qualifications. We offer competitive benefits including retirement plan matching, commuter transit benefits, and, once we move to our new office in January, gym and locker room access as well. The hours for the position are 9 am to 5 pm.

### Minimum Qualifications

We're looking for candidates who have:

- A bachelor's or associate's degree with some office experience, or at least five years of full-time office support experience.
- Attention to detail and commitment to follow-through.
- Strong organizational and planning skills.
- Strong writing and communication skills.
- A customer service-oriented attitude, and a desire to work well with a team.
- The ability to work on many projects simultaneously and to prioritize tasks.
- A desire to learn new skills such as social media strategy, web design, conference planning, and vendor management.
- Proficiency in Microsoft Office.
- An aptitude for learning to use software tools.
- 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](mailto:ecos@ecos.org).

Send us your application by 5:00 pm Eastern on September 7, 2018. The position will remain open until filled.

ECOS is an equal opportunity employer.