



E C O S

Administrative Assistant

The [Environmental Council of the States](#) (ECOS) 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 various environmental issues. You will help 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 typically has between fifteen and twenty staffers, with a diverse mix of senior, mid-career, and junior staff. We work on serious issues, but we don't take ourselves too seriously. We're located near Metro Center.

Job Responsibilities

As administrative assistant, you will collaborate with ECOS staff, state environmental agency leaders and their staff, federal agencies, and governmental and nongovernmental organizations to support our work.

While this role continuously evolves based on organizational needs, your general responsibilities will include:

- Providing general office support to ECOS, including staffing our front desk and phone, scheduling and facilitating meetings, monitoring and responding to email inquiries, preparing monthly expense reports, and keeping our office organized and well-supplied.
- Helping the Executive Director with scheduling, travel arrangements, correspondence, timesheets, expense reports and reimbursements, preparation for speaking engagements, and other projects.
- Helping to organize and execute ECOS' conferences and Spring and Fall meetings, assisting with logistics such as registration and room block management, agenda, name badge, and attendee list formatting, and packing.
- Preparing basic spreadsheets, and writing and formatting basic documents.
- Maintaining and posting content on the ECOS website, as well as updating ECOS' mailing lists.
- Supporting the communications team by researching and drafting state-specific newsletter content and formatting the newsletter on a rotating basis.
- Coordinating with state environmental agencies to assemble and format the annual Member Yearbook.
- Helping ECOS staff with various projects by doing basic research and gathering new information.

This position reports to our Executive Director. Your salary will range from \$45,000 to \$60,000, depending on your qualifications. We offer competitive benefits including retirement plan matching, commuter transit benefits, and our office building has a gym, locker room, and bike storage 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 cover letter with the subject line "Application for Assistant" to ecos@ecos.org.

Send us your application by **5:00 pm Eastern on Tuesday, June 30, 2026**. The position will remain open until filled.

ECOS is an equal opportunity employer. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, gender identity, sexual orientation, family or parental status, or any other status protected by the laws or regulations.