

POSITION ANNOUNCEMENT

PROJECT ASSISTANT, INTERNATIONAL PRACTICE AREA

Location:	Washington, D.C.
Application Deadline	December 21 st , 2018
Expected Start Date:	January 21 st , 2019
Position Type:	Full-time
Salary Range:	\$46,000 – \$51,000

ENVIRONMENTAL INCENTIVES, LLC

Environmental Incentives designs performance-driven approaches to conservation, aligning public and private sector objectives to create resilient water, land and wildlife resources. Much of this work, focuses on integrating best practices in biodiversity conservation and adaptive management approaches into decision-making to help public- and private-sector organizations improve the performance of their conservation and development investments. Environmental Incentives is a certified B Corporation with three offices across the US.

- **Western Office** (headquarters) - South Lake Tahoe, CA
- **Eastern Office** - Washington, DC
- **Mountain Office** - Denver, CO

OPPORTUNITY

Environmental Incentives is seeking a highly productive person to fill the position of Project Assistant. This position will primarily support the Measuring Impact 2 Project (MI2), which is an initiative of the Forestry and Biodiversity Office of USAID implemented by Environmental Incentives, Foundations of Success, and ICF. MI2 is designed to enhance the impact of USAID biodiversity and forestry programs through improved project design, evidence-based programming, and adaptive management. MI2 works directly with USAID Agency staff and USAID Missions globally.

The Project Assistant will support project operations, manage office administration, provide a professional and friendly first-point-of-contact for clients and partners, support the submission of annual reports and workplans, and coordinate meetings and annual events. The Project Assistant will provide support to management of internal company systems and processes, in compliance with USG federal acquisition regulations. The Project Assistant will serve on MI2 's Project Management and Administration team and report to the MI2 Deputy Chief of Party (DCOP).

The ideal candidate will adeptly take on a variety of tasks, while helping to establish systems and procedures for this growing company. The responsibilities for this position include:

Project Implementation Administrative Support (35%):

- Support development and rollout of large project deliverables such as work plans, monthly meetings and yearly retreats, annual reports, synthesis of findings, etc.
- Assist with drafting, editing, formatting and finalizing semiannual reports, workplans and budgets and quarterly financial reports.
- Assist with finalizing scopes of work, workplans and contracts for international projects in Asia, Latin America and Africa.
- Support contract development, modifications, and coordination with consultants.

- Work with travel agent to coordinate domestic and international travel approval requests.
- Coordinate project-related HR tasks such as onboarding and offboarding on new employees. Help introduce new staff to company and project procedures.

Data Management (10%)

- Assist with collating reporting and monitoring and evaluation data from project staff and partners.
- Maintain and update progress on deliverables in tracking database on a regular basis.
- Manage electronic library of files and documents, ensuring company and project compliance with government regulations such as the FAR and AIDAR regulations.
- Manage database of consultants and staff, tracking qualifications, rates, schedules and availability.
- Perform basic data analysis and quality control to ensure integrity of data systems

Meetings and Event Support and Coordination (20%):

- Develop and coordinate team events for DC-based staff, book conference rooms and venues.
- Book venues and organize catering.
- Manage meetings and event invitations and agendas.
- Order meeting and event supplies.
- Take notes during meetings and develop draft meeting reports.
- Support meeting preparation and follow up, including room preparation, managing catering and refreshments, and room break-down
- Serve as Washington, D.C. office operations coordinator for company retreats and meetings.
- Support use of audio-visual and teleconferencing equipment for client meetings.

Office Administration (35%):

- Answer DC office company phone and be a friendly face for visiting clients and partners
- Support invoicing and billing procedures for DC-based projects and provide administrative support to DC-based projects such as preparing expense reports, processing payment requests, filing/copying/shipping documents
- Support the Environmental Incentives Operations Team on tasks such as implementation of Environmental Incentives policies and procedures, expense reconciliation, auditing, timekeeping, internal meeting support, and HR support.
- Coordinate with building manager, coffee and other vendors and ensure office kitchen and eating areas remain clean and organized
- Manage office inventory, order supplies, and keep office inventory and supplies organized.
- Manage and maintain office systems including printers, teleconference equipment, coordination with computer support services, phones, and other office-related issues
- Support DCOP in implementation of systems, processes, and policies as needed. Identify needs for, define, and implement office, company, and project protocols and standard operating procedures

QUALIFICATIONS

Environmental Incentives seeks talented, creative and inspired professionals who can provide technical leadership in a growing practice while being flexible enough to fit into a strong culture.

Qualifications Desired

- Bachelor's degree
- At least 2 years of administrative and/or operations experience

- Exceptional customer service skills, and a passion for helping people—an eagerness to assist others, and flexibility in taking on the work at hand.
- Strong copyediting and writing skills
- Experience with project operations and compliance
- Highly organized with a problem-solving orientation
- Willingness to be available outside of regular office hours for international calls and other time-sensitive tasks
- Advanced to expert knowledge of MS Office suite (particularly MS Word, PowerPoint, and Excel)
- Experience with Google Apps (Gmail, Calendar, Google Drive) strongly desired
- USAID and/or international development project experience is a plus

TRAVEL REQUIREMENTS AND BASE STATION

The position will be based in Washington D.C., with infrequent travel.

COMPENSATION

Environmental Incentives also offers a competitive benefits package that includes generous annual leave, holiday and sick time, retirement plan options, professional development opportunities and health coverage. Salaries depend on qualifications and location. The annual salary ranges for this position is \$46,000 – \$51,000.

HOW TO APPLY

To apply, please submit a cover letter and resume on enviroincentives.com/about-us/careers with 'Project Assistant' as the position title. Candidates will be reviewed as applications are received and the position will be filled as soon as the appropriate candidate is identified.

What happens next?

While resumes, cover letters and writing samples allow us to screen for certain characteristics, they don't always let us know who you are and the particular qualities and skills you possess. Therefore, we will ask qualified candidates to complete a hiring exercise in order to better determine alignment with Environmental Incentives' principles and position expectations. Candidates who perform well on the hiring exercise will be invited to interview with the Environmental Incentives team.

Environmental Incentives is an Equal Opportunity Employer

We are committed to developing an inclusive work environment where diversity of thought, style, culture and skill and is valued in support of individual performance and potential, as well as our business goals and mission.