

# POSITION ANNOUNCEMENT

## EXECUTIVE ASSISTANT

### OPPORTUNITY

Environmental Incentives is seeking to hire a part-time Executive Assistant to create efficiencies for the CEO through administrative, correspondence and logistical support. The Executive Assistant will report to the CEO and will coordinate activities with Environmental Incentives' officers, managers and staff. The position is based at Environmental Incentives' office in South Lake Tahoe, CA.

The primary responsibility of the Executive Assistant is to support the CEO. Example duties include:

- Leverage the CEO's time to focus on business development and client work by providing exceptional organization and prioritization support, and serving as the primary point of contact for all administrative and logistical needs,
- Manage incoming correspondence with acumen to take appropriate course of action, such as relaying high priority and screening low priority messages, and in certain instances independently replying on the behalf of the CEO,
- Handle travel logistics and accommodations,
- Coordinate meeting and event logistics through execution of various tasks such as scheduling with attendees, handling web conference logistics, reserving meeting/event spaces, preparing meeting agendas and reports, taking meeting notes and making catering arrangements,
- Support the CEO to follow corporate governance policies, including preparing agendas and materials and supporting the CEO in the execution of Board of Managers meetings,
- Assist with other various meeting support needs such as ensuring that the CEO is briefed on necessary preparation materials and handling follow-up tasks as necessary,
- Handle submission of expense reports and receipts, and
- Handle day-to-day and ad hoc administrative tasks as necessary.

### QUALIFICATIONS

- 2+ years of work experience requiring excellent organization.
- Demonstrated desire to support the success of a team.
- English fluency, additional language capabilities are a plus. Clear written communication skills, with ability to communicate on the behalf of the CEO in a highly professional manner.
- Outstanding level of organization with proven ability to manage competing priorities.
- Basic capabilities with Microsoft Office applications (i.e. Excel, Word, PowerPoint, Outlook).
- Adaptable to new work environments and receptive to a culture of open communication and feedback.
- Value for Environmental Incentives' Mission and Principles, however, no experience working in the environmental field is required.

### COMPENSATION

The starting salary range for this position is \$15 – \$25 per hour depending on experience. The position is expected to require 16 – 20 hours per week and offers flexible hours within the Monday through Friday 8am to 5pm work week. Environmental Incentives also offers a competitive benefits package for part-time employees that includes sick time, retirement plan options and access to flexible spending accounts.

## HOW TO APPLY

To apply, please submit a cover letter and resume on our [careers page](#) with “Executive 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. **Application deadline is March 1, 2019.**

## ENVIRONMENTAL INCENTIVES, LLC

Environmental Incentives designs performance-driven approaches to conservation, aligning community and economic development objectives to strengthen our water, land and wildlife resources. We are environmental thought leaders pioneering a new wave of conservation, helping people get the most from their investments in the environment. Since our establishment in 2004, we have become a leading advisor on natural resource programs and policies across the country and internationally. Environmental Incentives is a small but growing company with three offices across the US.

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

Environmental Incentives is an equal opportunity employer and does not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, sexual orientation or national origin.