



POSITION DESCRIPTION

TITLE: Executive Assistant
LOCATION: Washington DC

SUPERVISOR(S): President & Vice President
SALARY: \$49,000-74,000 DoQ

SUMMARY DESCRIPTION:

Since 1989, the Center for International Environmental Law (CIEL) has used the power of law to protect the environment, promote human rights, and ensure a just and sustainable society. CIEL seeks a world where the law reflects the interconnection between humans and the environment, respects the limits of the planet, protects the dignity and equality of each person, and encourages all of earth's inhabitants to live in balance with each other.

CIEL seeks an Executive Assistant to perform high-level administrative functions organizing, prioritizing, and streamlining the work of CIEL's senior executive team, providing primary support to the President, with additional support to the Vice President. The Executive Assistant plays a vital role supporting the day-to-day function of CIEL's senior executive team, and is key to making the organization and its leadership to more effective, more efficient and more agile in its efforts to confront the critical human rights and environmental challenges of our time.

To perform this role, the ideal candidate will have 3-5 years in an administrative setting, supporting a non-profit leader by managing complex calendars, prioritizing competing priorities, scheduling meetings and travel, coordinating preparatory materials and logistical support for the activities of senior executives, and handle confidential information with utmost care.

This is a full-time, exempt position based in Washington, DC, that reports to the President and Vice President. In light of the current health crisis, we will support this new team member in working remotely until we can all work together in our DC office again.

RESPONSIBILITIES:

- Manage complex President/CEO schedule, coordinate meetings, and ensure that the President's calendar is handled in an efficient manner.
- Coordinate travel arrangements for President and event-related guests including: obtaining visas, scheduling flights and transfers, preparing travel documents.
- Perform high-level administrative functions, including but not limited to drafting and processing correspondence, creating and updating filing systems, scanning, copying, making and screening calls, and taking notes during meetings.
- Coordinate and schedule meetings with staff, donors, partners, journalists, and other strategic stakeholders, including sending calendar invitations, reserving conference rooms/ordering catering if required, setting up conference calls, and video conference calls as needed, and providing preparatory materials in advance to fully prepare the President/Vice President.
- Assist with the preparation of various communications such as memoranda and paperwork, including light editing and formatting.
- Actively manage the email inbox of the President, assisting in answering, organizing, prioritizing, incoming emails to ensure proper handling.
- Exercise judgement in managing and prioritizing President's to-do list.

- Reconcile credit card statements, track expense receipts, and maintain monthly timesheets of the President.
- Liaise with the Board of Trustees and coordinate board meetings and retreats, including with logistical arrangements, catering, and collecting and distributing materials.
- Coordinate with the Vice President on various development projects, including scheduling donor meetings, coordinating trips, setting up events, and maintaining correspondence with key donors.
- Anticipate logistical issues and problem solve on behalf of the President and Vice President.
- Maintain and preserve confidentiality.
- Perform general administrative and other duties as assigned.

QUALIFICATIONS:

Minimum:

- Minimum of 3-5 years of administrative experience supporting executive-level work.
- Ability to organize and manage multiple priorities, exercise judgement, and be flexible in a fast-paced and dynamic work environment.
- Superior professional communication skills, including courteous oral and written communication with both internal and external audiences.
- Ability to maintain confidentiality related to documents, correspondence, and discussions.
- Experience learning and thriving in new digital systems and maintaining calendars across an array of platforms and technologies.
- Strong interpersonal skills, self-directed, and self-motivated.
- Proficiency in Microsoft Office and Google Suite (Docs, Calendars, Sheets, etc)
- Comfortable, accurate, and efficient working at a fast pace, in a proactive manner.
- Authorization to work in the United States.

Preferred:

- Ability to take rapid notes/minutes in real-time.
- Familiarity with project management platforms (e.g., Asana, Basecamp, Slack, etc.).
- Great sense of humor and ability to operate comfortably in a relaxed, collaborative, and informal work environment.

Salary is commensurate with experience and competitive with similar non-profit positions. CIEL offers an excellent benefits package, including employer-paid medical, dental, vision, and a 403(b) retirement savings plan with employer match.

To apply, please send a cover letter, résumé, and short relevant writing sample in a single PDF via email to jobs@ciel.org with the title “Executive Assistant: Your Name.” The position will remain open until filled. Desired start date is as soon as possible. Only applicants selected for interviews will be contacted. No telephone calls, please.

About CIEL: CIEL’s dynamic team of international attorneys and experts work together in a collaborative and supportive work environment to tackle some of the most interesting and challenging issues facing people and the planet. CIEL is actively committed to the principles of multiculturalism, equal employment opportunity, and to building an organization that is as diverse as the communities we serve around the world. CIEL encourages applications from all qualified individuals without regard to race, color, national origin, age, sex, sexual orientation, gender identity or expression, family responsibilities, religion, disability, or veteran status.