



# National Council for Science and the Environment

## **Position Announcement Executive Assistant, Senior Leadership**

### **About NCSE**

The National Council for Science and the Environment (NCSE) works with scientists, educators, policymakers, business leaders, and officials at all levels of government to inform environmental policy and decision making with the use of science. Founded in 1990, NCSE is a 501(c)(3) non-profit organization. As a non-partisan organization, NCSE provides resources and networks to support our community of member universities, their work, and their professional development efforts. NCSE is a leader in educational research that tracks and analyzes the evolving fields of interdisciplinary environmental, sustainability, and energy (IESE) higher education. NCSE has been a long-standing national voice in support of federal funding for environmental research and education.

### **Position**

Reporting to the Executive Director, the Executive Assistant will support the Executive Director to ensure that the responsibilities of senior leadership are fulfilled on task and on time.

### **Responsibilities**

- Maintain NCSE calendar for senior leadership, specifically scheduling the Board of Directors;
- Maintain accurate record of grant deadlines, reports due, event dates, and other priorities for organization;
- Coordinate membership and leadership meetings;
- Take minutes and record action items during leadership meetings;
- Work closely with Executive Director to prepare and circulate board meeting agenda and advanced materials;
- Manage travel arrangements for senior leadership;
- Maintain office supplies inventory by checking stock to determine inventory level and place orders for supplies;
- Processing invoices and reconciling credit cards;
- Participate in bi-weekly NCSE staff meetings;
- Other activities as needed.

### **Qualifications**

- Candidate should have a minimum of two years experience, preferably as an executive assistant;
- Excellent organization and project management;
- Skilled in Google Apps and Microsoft Office Suite, with high level of general computer competency;
- Knowledge of Salesforce a plus;
- Bachelor's degree.

### **The position requires**

- Extremely organized with meticulous attention to detail, and strong follow-through;
- Creative problem solver;

- Self starter with demonstrated ability to handle multiple tasks and deadlines;
- Ability to work well alone and collaborate effectively and collegially with others;
- Interest in learning the workings of a small nonprofit organization.

**Salary**

Commensurate with experience

**Start Date**

No later than May 1, 2018

**How to Apply**

Please submit a resume and cover letter to [jsoule@ncseglobal.org](mailto:jsoule@ncseglobal.org) no later than April 1. Applications will be reviewed on a rolling basis. Early submission is recommended.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NCSE is committed to building and sustaining a culturally diverse team and strongly encourages applications from female and minority candidates.*