



BUILDING DECARBONIZATION COALITION

JOB DESCRIPTION EXECUTIVE ASSISTANT

Reports to: Executive Director/Deputy Director

Classification: Full-time, exempt

Location: Remote; can be based anywhere in the PST time zone

ABOUT THE COALITION

The Building Decarbonization Coalition (BDC) unites building industry stakeholders with energy providers, environmental organizations and local governments to help electrify California's homes and workspaces with clean energy. Through convening, policy analysis and consumer awareness building, the Coalition is pursuing fast, fair action to accelerate the development of zero-emission homes and buildings that will help California cut one of its largest sources of climate pollution, while creating safe, healthy and affordable communities.

BDC is hiring two Executive Assistants: one to support the Executive Director and one to support the Deputy Director. The successful candidates will be personable, organized and collaborative, possess a high degree of proficiency with the Google suite and Microsoft Office tools and have prior experience as an executive or administrative assistant, preferably in a climate- or sustainability-focused organization. These positions require a high level of organization, initiative, and the ability to effectively prioritize and manage multiple projects.

RESPONSIBILITIES

- Support the Executive Director/Deputy Director and coordinate with other team members as necessary to ensure timely follow up from meeting decisions and deliverables
- Screen and prioritize emails, correspondence, agendas, and memos and determine significance; initiate appropriate and prompt response to these communications
- Support the Executive Director/Deputy Director in fostering cross-team collaboration
- Create meeting materials and presentations
- Schedule, prepare materials, and take notes for meetings, calls, webinars and presentations
- Schedule and prepare materials for Board meetings and meetings with funders and key partners
- Make travel arrangements
- Organize and maintain electronic filing systems
- Use Salesforce to maintain contacts and partner interactions
- Assist with onboarding of new staff and consultants
- Complete special projects as identified and approved by the Executive Director/Deputy Director
- Other duties as assigned by the Executive Director/Deputy Director



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SKILLS AND QUALIFICATIONS

- Detail-oriented self-starter with 3-4 years' prior experience in supporting a senior executive or team, ideally in the clean energy, climate or non-profit field
- Ability to interact with staff at all levels, often under pressure, remaining positive, flexible, proactive, resourceful, efficient, managing multiple competing demands and priorities, and anticipating issues
- Able to effectively prioritize and manage multiple projects at any given time
- Proactively seeks opportunities to simplify and improve processes; willing to take the risk of sharing suggestions
- High level of professionalism
- Excellent administrative, organizational, and time management skills
- Attention to detail and accuracy
- Good judgment and strong decision-making ability
- Team player, capable of cultivating productive working relationships across the organization
- Comfortable interacting with senior management, staff, partners and funders
- Energetic and eager to tackle new projects and ideas
- Resourceful, can-do attitude
- Excellent computer skills, including the Google and Microsoft Office Suite; experience with Salesforce is a plus
- Ability to learn new applications quickly
- Familiarity with building decarbonization and/or the clean energy/climate field is a plus
- BA/BS degree preferred

WORK ENVIRONMENT, SCHEDULE, & TRAVEL

The Executive Assistant will work remotely from their home and can be based anywhere in the PST time zone. Some travel will be required, respective of Covid-related health and safety guidelines.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions. This is a full-time salaried position with comprehensive benefits. Typical work hours are Monday through Friday, 8:30 AM to 5:00 PM.

COMMITMENT TO EQUAL EMPLOYMENT

The BDC values diversity in all its forms and is committed to an inclusive and transparent recruitment process. We recruit and hire without regard to race, color, national origin, ancestry, sex, gender, sexual orientation, sexual identity, age, religion, creed, disability (actual or perceived), medical condition including genetic characteristics, marital status, domestic partnership status, citizenship, military service,



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height, weight, HIV/AIDS status, or any other characteristic protected by state or federal law or local ordinance. BIPOC and people of diverse backgrounds are strongly encouraged to apply.

COMPENSATION AND BENEFITS

The salary range for this position is \$70,000-\$80,000, commensurate with experience, plus a competitive benefits package including paid health insurance coverage, retirement benefits with company matching, unlimited flexible paid leave, 11 paid holidays, access to professional development resources, and much more.

DISCLAIMER

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

TO APPLY

Email a cover letter and resume to inbox@vamos.llc. One combined PDF file is preferred.

Candidate review and phone screens begin immediately and will be conducted throughout the search period.