

# Office Manager and Executive Assistant

March 2022



Advancing the Clean Energy Future

Acadia Center is seeking an Office Manager and Executive Assistant to ensure smooth functioning of the administrative needs of the organization and assist the president and staff in administrative matters. The position will work closely with the president and external bookkeeping, audit, IT and HR vendor consultants and have responsibility for general administrative operations such as coordinating payroll and bill pay processing; assisting with regular financial report schedules; managing human resources needs such as onboarding new staff; coordinating purchasing needs; and providing scheduling, board meeting, and other senior operational support. The ideal candidate is enthusiastic about Acadia Center's mission and will enjoy playing a key role ensuring that the organization's operational needs run smoothly. Acadia Center offers a creative, respectful, and supportive work environment.

## Responsibilities

- **Finance, Bookkeeping and Corporate Filing Oversight.** Provide primary point of contact with bookkeeping, benefits, bill pay, charitable registration vendor and IT service providers to the organization, process payroll and benefits; maintain schedules for administrative and personnel functions; support regular financial reports to CEO and board of directors; ensure insurance policies, leases and related obligations are up to date and in good standing; ensure state corporation filings are up to date and issues brought to the attention of the CEO. Manage staff PTO forms. Purchase equipment, office supplies, corporate gifts. Manage select vendor accounts/relationships.
- **Operations and Administrative Support.** Maintain calendars, including for the CEO. Facilitate board documents for review and signature; manage annual board conflict of interest form distribution and collection of signed forms. Coordinate and assist staff with schedules, shared calendars, Zoom and Teams meetings. Maintain and organize filing systems, both electronic (cloud based) and physical. Manage inquiries and monitor organizational administrative phone, email and channels. Schedule and coordinate staff meetings, annual reviews, retreats, and board meetings, including reports, presentations and participant communications and logistics. Facilitate CEO's review and signature on documents. Prepare internal communications such as memos, emails, meeting minutes and other correspondence. Keep staff and board contact lists up to date. Assist staff with booking and coordinating travel itineraries.
- **Organization Materials.** Maintain Microsoft Office templates such as PowerPoint, office stationery, and related documents.

## Qualifications

- Three years' experience as an office administrator in an office or remote office setting
- Previous experience in non-profit administration, particularly at a non-profit of Acadia Center's size
- Familiarity with bookkeeping and basic financial reporting; experience with QuickBooks a plus
- Excellent computer skills and knowledge of Microsoft Office Suite (Outlook, Excel, Word, PowerPoint); Adobe
- Professional, collaborative demeanor. Exhibits sound judgment, professionalism, and positive attitude
- Superior verbal and written communication skills
- Organized, pro-active and able to multi-task, prioritize tasks and manage time accordingly
- A willingness to take initiative and learn new tasks
- Flexibility to work outside of job description parameters, when needed
- Enthusiasm for Acadia Center's mission and approach to equitable climate solutions

## Diversity and Climate Justice Commitment

Acadia Center is committed to a diverse work environment that advances goals to remedy racial, environmental and climate justice issues. We value a workplace of mutual respect, the ability to learn from one another and a team culture of inclusion, shared responsibilities, and decision-making. Acadia Center is devoted to the values and ethics of diversity, equity, inclusion, and justice. People from diverse backgrounds and identities are strongly encouraged to apply.

## Compensation

Acadia Center compensation is highly competitive with peer non-profit groups and compensation levels are commensurate with the selected candidate's experience and skill levels. This position may be structured as full or part-time and offers flex-time possibilities. The expected salary range is \$48,000-\$62,500. Benefits for salaried employees include health care, dental, retirement, disability, and vacation. Acadia Center offices remain closed due to the pandemic and all work is remote. We anticipate a hybrid return to office/home office approach in the future. **Position Location:** Preference for Rockport, Maine but other Acadia Center locations may be considered. **Reports to:** President and CEO

## Organization

Since its founding in 1998, Acadia Center has been a leading non-profit working to advance a low carbon, clean energy economy in the northeastern United States that benefits all. The organization's approach applies on-staff research to shape recommendations and implement reforms to state, local and regional policies that reduce climate pollution, advance clean energy, and improve the lives of all. We focus on legislative, regulatory agencies forums and developing materials for public education and engagement. Acadia Center uses a team approach that combines skills in economics, energy, climate, law, health, consumer, and demographic analysis into useful information for policy makers, the media, and the public. Building strong, effective relationships in coalitions, partnerships, and engagement with diverse stakeholders is a core hallmark of our approach. Acadia Center staff of lawyers, policy experts, researchers, and communicators are based in Rockport, ME; Boston, MA; Providence, RI; Hartford, CT; and New York, NY. For more information, please visit <https://acadiacenter.org>.

## To Apply

To apply, please send a cover letter of interest, resume, two professional references, and an example of your writing and communications skills to [careers@acadiacenter.org](mailto:careers@acadiacenter.org). Please insert **Office Manager in the subject line** and indicate where you saw the posting in the body of the email. Phone calls will not be accepted.

*Acadia Center is an Equal Opportunity Employer. Acadia Center seeks to recruit, hire, and provide opportunities for advancement without regard to race, color, creed, religion, sex, pregnancy, age, national origin or ancestry, physical or mental disability, gender, gender identity and expression, sexual orientation, genetic information, marital or civil union status, military service, citizenship, or any other characteristics and traits protected under applicable federal, state or local law.*