



<b>Job Description: Position Title</b>	Administrative Assistant
<b>Report To</b>	Betsy Ames – Executive Director
<b>Salary or Hourly</b>	Hourly
<b>Full Time = 40 hrs / Part Time = 20 hrs</b>	Part Time
<b>October 2024</b>	Remote Position, Northampton, MA Preferred

**Position Summary**

The Administrative Assistant, in close cooperation with the Executive Director, internal staff and partner organizations, will support the routine day-to-day operations of our non-profit organization.

Additional responsibilities include:

- Pro-actively looking out for what else can be done to make things go smoothly for other staff and the organization itself.

% Of Time	Essential Duties and Responsibilities
25%	Training and Events Logistics Coordination: <ul style="list-style-type: none"> <li>• Assists with mentorship program intake, including document tracking and eligibility verification.</li> <li>• Checks mailing addresses and updates student information in database.</li> <li>• Picks up items from Collective Copies (Florence or Amherst, MA), ships books and printed materials.</li> <li>• Assists with coordinating job-shadowing and site-visit logistics for mentorship program (no travel).</li> <li>• Coordinates catering for field week of HERS Rater trainings and logistics for other events as needed.</li> <li>• Responds to routine training- and mentorship-related inquiries/ keeps recent inquiry list updated.</li> </ul>
25%	Marketing and Communications: <ul style="list-style-type: none"> <li>• Keeps calendar of upcoming marketing initiatives, prepares and sends content for email blasts.</li> <li>• Creates graphics and content for social media, website and other publicity materials.</li> <li>• Keeps outreach lists up to date, adding prospective contacts.</li> <li>• Monitors social media channels and responds to communications via social media.</li> <li>• Monitors the effectiveness of marketing and makes recommendations for improvements.</li> </ul>
20%	Membership: <ul style="list-style-type: none"> <li>• Supports year-end membership renewal drive and also the July half-off membership drive.</li> <li>• Maintains database entries efficiently and accurately, tracks when renewals are needed.</li> <li>• Supports members updating their information and accessing services on the website.</li> <li>• Generates additional leads by cross-referencing lists and researching membership categories.</li> </ul>
20%	Webinars: <ul style="list-style-type: none"> <li>• Assists with the coordination of webinar logistics and sourcing speakers.</li> <li>• Video editing as needed.</li> <li>• Posting videos, slides and quizzes to the website.</li> </ul>
10%	Meeting Participation: <ul style="list-style-type: none"> <li>• Participate in staff meetings regularly.</li> <li>• Provide project planning, progress, workflow and execution updates.</li> </ul>

**Job Qualifications**

**Education:** Bachelor's degree in a related field or relevant experience required.

**Experience:** Prior administrative experience required. Marketing, video editing, graphic content creation experience desired.

**Other Job Knowledge, Skills, Abilities or Certifications:**

- Ability to track many details and manage multiple timelines simultaneously; able to prioritize various tasks.
- Solid written communication skills, including proof-reading, punctuation, and formatting consistency.
- Attention to detail, catches own errors, precise data entry and polished production value of content created.
- Cultural sensitivity and comfort working with diverse populations. Bi-lingual applicants encouraged to apply.
- Computer literacy and knowledge of Microsoft Office Suite, Teams, and Outlook required; MojoPortal Website desired.

**Physical Requirements**

- Sitting and computer work for extended periods of time.

The Northeast Home Energy Rating System Alliance is an equal opportunity employer. We respect and seek to empower each individual to share the unique gifts that only they can bring into the world and support the diverse cultures, perspectives, skills and experiences within our workforce.

To apply, a cover letter and resume are required, please email both to Betsy at [betsy@nehers.org](mailto:betsy@nehers.org) by November 1<sup>st</sup> at 5PM Eastern. We appreciate all applications, but only selected candidates will be contacted for an interview.