



# RISING SUN ENERGY CENTER

2998 San Pablo Avenue, Berkeley, CA 94702 | [www.risingsunenergy.org](http://www.risingsunenergy.org) | Tel: 510.665.1501 | Fax: 510.665.1502

## **JOB DESCRIPTION: EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR**

### **POSITION SUMMARY:**

Reporting directly to the Executive Director, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for the Executive Director and also serves as a liaison with the Board of Directors. The Executive Assistant must be creative and enjoy working within an environment that is mission-driven, results-driven, and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations and will possess strong written and verbal communication, administrative, and organizational skills. The ability maintain a realistic balance among multiple priorities is imperative. The Executive Assistant must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### **PRINCIPAL RESPONSIBILITIES:**

- Provide comprehensive support services to the Executive Director that ensures outstanding communication and responsiveness
- Provide sophisticated calendar management; prioritize inquiries and requests, troubleshoot conflicts with little guidance, make judgments and recommendations to ensure smooth day-to-day engagements
- Support Executive Director with internal and external communications
- Conduct research and analysis on issues of interest to the Executive Director
- Support and manage a high-volume of requests and projects to meet the objectives of the Executive Director
- Manage all scheduling and travel logistics for the Executive Director
- Prepare and edit correspondence, presentations, reports, and memos
- Complete expense reports and manage correspondence with vendors
- Support the Executive Director in strategic communications, organizational strategy, and all other special projects as assigned
- Organize meetings and events for convenings, retreats, various board meetings, and other logistics
- Serve as a liaison to Board of Directors
- Maintain quality filing and communications systems including contact management, document management, and archiving
- Manage Executive Director's social media accounts
- Support Executive Director with donor/funder relations
- Assist in other administrative tasks as needed

## QUALIFICATIONS:

- Experience: 2 years related work experience
- Familiarity with non-profit sector
- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work
- Excellent communication skills, both verbal and written
- Demonstrated writing and analytical skills
- Excellent organizational skills, commitment to accuracy and attention to detail
- Ability to access a wide range of sources and networks for information
- Good judgment and ability to function independently
- Good working knowledge of all Microsoft Office applications, Google Suite, and social media web platforms
- Ability to manage up
- Ability to handle sensitive and confidential situations with diplomacy
- Highly experienced in electronic communications

## ABOUT RISING SUN

Rising Sun is a premier nonprofit organization working at the intersection of economic equity and climate resilience in the greater California Bay Area since 1994. Our California Youth Energy Services (CYES) program employs local youth to provide free residential energy and water efficiency installation and education services, or Green House Calls, and operates in six Bay Area and Central Valley counties. Our Green Energy Training Services (GETS) program provides pre-apprenticeship training, case management, and job placement to prepare low-income adults who experience barriers to employment for careers in construction, energy efficiency, solar, and the building trades.

## COMPENSATION

**This is a full-time, exempt position. Salary is commensurate with experience; full benefits package offered.**

## TO APPLY

Send resume and cover letter to:

Jodi Pincus, Executive Director

[executivedirector@risingsunenergy.org](mailto:executivedirector@risingsunenergy.org)

**Please write: Executive Assistant in the email subject line**

No phone calls please.

*Rising Sun Energy Center is an EQUAL OPPORTUNITY EMPLOYER committed to providing a nondiscriminatory and inclusive environment for its employees. EOE/AA/Women and Minorities are encouraged to apply. We are committed to diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. Rising Sun is a pet-friendly and family-forward organization that promotes a healthy work-life balance for all staff. For more information about Rising Sun, please visit [www.risingsunenergy.org](http://www.risingsunenergy.org)*