



Administrative Assistant - Part Time

MassEnergize seeks an organized and energetic individual with a demonstrated commitment to addressing climate change to serve as our **Administrative Assistant**. **This is a part time position for a period of 6 months replacing an employee on maternity leave.** Reporting to the Executive Director, the Administrative Assistant will provide support to MassEnergize's daily operations, financial management, fundraising efforts, and general outreach and communications.

About MassEnergize

MassEnergize works with community organizers and local leaders to scale both household and town climate actions. We believe that household-level climate action, propelled at scale, is critical for reaching our climate goals and that local leaders are in a unique position to deeply change and empower their communities.

MassEnergize fills a critical niche working with community-based organizations, municipal energy committee members, and town staff, helping them to roll out initiatives to achieve their climate goals. The demand for our help has never been greater. We have grown from working with four communities in 2019 to now supporting community leaders in [25 towns, cities, and faith-based organizations](#).

Minimum Qualifications

- 3-5 years of experience working in a support role within a non-profit (preferred), public or private sector setting.
- Bachelor's degree or equivalent practical experience
- Ability to work effectively and efficiently with minimal supervision
- Self-initiation of tasks and the ability to succeed with minimal oversight
- Strong organizational skills and attention to detail
- Exceptional oral and written communications
- Solutions-focused, extremely collaborative personality
- Proficiency in or ability to self-teach web platforms and software such as Google apps, Microsoft Office

Desirable Qualifications

- Marketing experience
- Proficiency in Spanish or another language
- Experience using one or more popular social media platforms
- Experience with web technologies and software applications, such as Google Ads, Google Analytics, Slack, Canva or other graphic software, CRM systems (Neon), WordPress, Payroll systems, QuickBooks

Roles & Responsibilities:

- All billing and invoicing for community memberships
- Monthly newsletter design, writing and mailing

- Monthly Community of Practice meeting, invites, registrations, reminders, agenda and minute taking
- Manage intern process, recruiting, onboarding, and providing support to interns
- Maintain accurate records on CRM, run reports, update records and email audiences
- Planning and organization of registrations, sponsorships, logistics, budgets, communications for Annual Conference
- Minute taking at weekly staff meetings
- Support and resolve community inquiries
- Maintain and organize documents on Google Drive
- Support fundraising efforts

Hours and Compensation

We offer remote, flexible work hours within the work day with occasional in-person meetings. Some evening and weekend work hours may be required.

Hours: 15-20 hours per week

Wage: \$25/hr

Starting: March 11, 2024

Location: Virtual workplace. Preference will be given to those located in the Metro Boston area and able to attend occasional in-person meetings in MetroWest Boston.

To Apply

MassEnergize is an equal opportunity employer seeking to diversify its staff. **Applicants with diverse backgrounds, experiences, abilities and perspectives are encouraged to apply.** Submit a resume and cover letter to info@massenergize.org. Please write "Admin Assistant Application" as well as your name in the subject line.

Applications will be reviewed on a rolling basis, with preference for those received by Feb 15, 2024.

MassEnergize does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.