



ENVIRONMENT COUNCIL OF RHODE ISLAND

Part-time Administrator

The Environment Council of Rhode Island (ECRI) is seeking a new part-time administrator (15 hours/week) to manage its day-to-day operations and communication functions remotely, working from home. ECRI is a coalition of organizations and individuals whose mission is to serve as an effective voice for developing and advocating policies and laws that protect and enhance the environment.

www.environmentcouncilri.org

Job Responsibilities

- Work with the executive committee and members to implement our equity-based strategic plan
- Manage internal and external communications, handle phone calls and prompt response to messages and emails, and keep the website up to date
- Manage organizational finances, daily expenses, and banking needs
- File appropriate quarterly and yearly IRS and State of RI tax forms
- Support and implement fundraising activities and manage the annual membership renewals
- Serve as the lead ambassador for the organization and manage coalition relationships
- Support board committees, including attending meetings of the executive and policy committees, and work closely with ECRI's president

Qualifications

ECRI is seeking a dynamic and skilled administrator who has strong administrative and communication skills who is enthusiastic to support the organization through transformational organizational change.

These qualifications are a guideline; we invite applicants from all ranges of experience.

- Strong administrative skills and experience managing finances, fundraising, and event planning
- Excellent communication skills: verbal and listening, writing, outgoing presentation, and the passion and compassion to help lead a diverse coalition
- Familiarity with and affinity for environmental topics, progressive policy, and climate justice.
- A commitment to addressing the historical and current impacts of racism, sexism and other social injustices in building a more diverse coalition.
- Proficiency with office computer programs
- Ability to work remotely and irregular hours, including nights, as needed
- Bi-lingual in English and Spanish is a plus

Desired Experience

- Experience working effectively and collaboratively with a wide range of people and organizations
- Knowledge of Rhode Island's landscape of environmental, social, and political movements
- Understanding of governmental processes

Compensation

The part-time ECRI administrator will work an average of 15 hours per week, with a yearly salary of \$15,600 and a 6-month review after the initial introductory period and an annual evaluation.

Candidate Guidelines: Candidates should include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of the Environment Council of Rhode Island, along with salary expectations and how they learned of the position. Applications will be accepted until the position has been filled, but initial interviews will begin in late November.

How to Apply

Please email your cover letter and resume to environmentcouncil@earthlink.net and write *ECRI Administrator* in the subject line.

The Environment Council of Rhode Island is an Equal Employment Opportunity employer and actively seeks to recruit, hire, and provide opportunities for professional advancement without regard to race, color, religion, sex, national origin, age, disability, gender identity, sexual orientation, and citizenship.