



Now Hiring: Executive Assistant
Applications are due June 30, 2022

RENEW Wisconsin is hiring an Executive Assistant to help us advance renewable energy in Wisconsin. This position will support our Executive Director and team by assisting with grants, programs, events, and administrative tasks. Our organization is growing, and renewable energy opportunities are expanding throughout Wisconsin. We are looking for a highly motivated, multi-tasking individual who can help advance RENEW's initiatives and goals. This is an excellent opportunity to make a significant difference in Wisconsin's future!

This is expected to be a full-time position (30-40 hours per week). Occasional early morning, evening, and weekend hours are required to support events. Work is anticipated to be performed at RENEW's offices located at 214 N. Hamilton Street Suite 300 Madison, WI 53703. After a three month on-boarding period, limited remote work options may be explored. In general, the position will require at least 75% in-office work.

RENEW Wisconsin is a growing 501(c)3 nonprofit organization headquartered in Madison whose mission is to lead and accelerate the transformation to Wisconsin's renewable energy future through advocacy, education, and collaboration. Our vision is clean, renewable energy, powering a strong, healthy, and vibrant Wisconsin.

Apply by Thursday, June 30, 2022, by 5:00 pm CDT by sending your 1-page cover letter and 1-2 page resume to hr@renewwisconsin.org with the subject line "Executive Assistant." Salary range is \$40,000-\$50,000. RENEW Wisconsin offers paid time off, a retirement matching program, and health premium reimbursement as part of our overall compensation package.

Learn more about our organization at www.renewwisconsin.org and www.facebook.com/RENEWWisconsin.

KEY COMPETENCIES:

- Highly motivated, self-starting, ambitious, and wants to make a real difference for Wisconsin
- An excellent "people person" who works well in a small team
- Strong organizational and planning skills
- Ability to maintain a high level of accuracy in preparing information
- Ability to work efficiently in multi-task situations
- Demonstrates independent judgement and initiative on assignments

KEY QUALIFICATIONS:

- Excellent written and verbal communication skills
- Exemplary editorial skills
- Basic understanding of frequently used computer software and programs, such as Microsoft Office
- Professional discretion

ANTICIPATED WORK TASKS:

Logistical Support (Approximately 20%)

- Schedule, organize, and ensure timeliness of various stakeholder and working group meetings
 - Externally-facing, including municipal, industry, and nonprofit groups
 - Internally facing, including staff meetings, Board meetings, and committee meetings
- Coordinate staff registration, travel, and lodging for various renewable energy events and conferences

Executive Director Support (Approximately 60%)

- Scheduling ED meetings, managing calendar
- Screening voice messages
 - answering and returning phone calls
- Reviewing, prioritizing, and responding to emails
- Organizing documents, filing, and maintaining records
- Taking notes at meetings
- Board meeting support
 - Prepare and distribute Board Packet
- Contract & Grant Support
 - Editing grant proposals
 - Grant reporting, deadline management
 - Administrative support for partner organizations
- Job posting/ Hiring support

Event & Office Support (Approximately 20%)

- External events – research new event opportunities and manage registrations
- Review weekly papers for renewable energy news
- Provide administrative support for events
- Assist with administrative tasks as needed

ADDITIONAL INFORMATION

- There are no unusual physical demands placed on the individual in this position. An ability to sit and operate a computer for many hours during the workday is expected—occasional light lifting of 25 pounds or less.
- Office hours are typically 9am to 5pm Monday through Friday. Travel and events will occasionally require this person to have early morning starts and evening and weekend engagements.

WORKING ENVIRONMENT

Work is performed in a small office environment. RENEW Wisconsin is an equal opportunity employer.