

Executive Assistant

About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program, and technical initiatives focusing on high performance residential, commercial, and multifamily buildings that drive energy and carbon reduction. Widely respected in the industry for its leading-edge thinking on improving building energy performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state, and local NGO's, agencies, utility groups, and companies to promote improved energy performance in policies and practices. Projects include building research, design guidelines, carbon policies, field validation support, and advanced code activities focused on making buildings better for people and the environment.

About This Position

NBI is currently seeking a part-time (32 hours per week) Executive Assistant to provide comprehensive support to our CEO and the organization. The position requires strong administrative experience in task prioritization and exceptional organization and communication abilities. This is a hybrid role, the Executive Assistant will work in NBI's downtown office in Portland, OR, as needed, generally two days per week (Tuesday and Thursday) and work remotely the remaining two days (flexible schedule). The successful candidate must exhibit strong executive leadership support skills to assist in accomplishing the mission of our nonprofit organization, tracking task and project needs, scheduling travel, and assisting with other administrative duties.

We seek someone who is enthusiastic, positive, dependable, people-oriented, and adaptable, with strong organizational and communication skills to support our growing organization.

Job Duties & Responsibilities

- Serves primarily as executive assistant to the Chief Executive Officer.
- Acts as liaison to the Board of Directors by assisting with scheduling, logistics, agenda development, presentations, recording detailed meeting notes and minutes, prep materials, and coordinate event planning and catering (onsite and offsite).
- Builds and maintains a strong, trusting and confidential relationship with CEO and Leadership team by providing trusted support.
- Provides comprehensive administrative and clerical support in range of areas including scheduling and calendar maintenance, prioritizing and handling of inbound and outbound communications, preparing agendas, scheduling and record keeping of meetings, organization travel, and managing expense reports.
- Coordinates All-Staff meeting slides and agenda items with the Leadership team.

- Proactively follows up and manages confidential and sensitive information from the office, leadership team, and CEO.
- Collaborates with other departments and teams to ensure seamless communication and coordination.
- Organizes, prioritizes, and coordinates multiple work activities with demonstrated ability to meet deadlines.
- Other duties as assigned.

Candidate Qualifications

Required

- 3+ years of experience as an executive assistant supporting C-level leaders.
- High proficiency with MS Office Suite (Outlook, Word, Excel, Powerpoint), SharePoint, and Teams.
- Excellent communication skills, both verbal and written, and the ability to interact professionally with internal and external stakeholders at all levels.
- Self-motivated with a strong work ethic and desire to exceed objectives.
- Highly organized with acute attention to accuracy and detail.
- Possess strong flexibility and ability to shift priorities and schedules when necessary.
- Proven ability to effectively manage multiple assignments simultaneously, work with a wide variety of constituents and meet deadlines.
- Ability to maintain confidentiality and exercise sound judgement.
- Good sense of humor and a collaborative work spirit.
- Approach to work that is positive, solution-oriented, optimistic, and enthusiastic.

Desired

- Associates / bachelor's degree in business management or related field.
- Experience in the nonprofit sector or sustainability field is a plus.

Reporting Structure

This position reports to the Chief Executive Officer.

Location:

Qualified candidates must be able to reliably commute to NBI's office in Downtown Portland, Oregon at least 2 days per week (Tuesday and Thursday) and other days as needed.

Compensation and Benefits

This position is a hybrid part-time, exempt position, for 32 hours per week.

NBI offers the following benefits for this position:

- Annual salary range: \$51,200 - \$56,000, commensurate with experience.

- Insurance benefits (100% of employee only premiums paid by NBI; new hires are eligible the first of the month following date of hire): Medical, vision and dental insurance, Life insurance, AD&D insurance, Long Term Disability insurance.
- 160 hours of accrued Paid Time Off (combined vacation and sick for a full year)
- 11 paid holidays
- Additional optional benefits available the first of the month following date of hire: Flexible Spending Accounts (healthcare & dependent care); Health Savings Account; Accident insurance; Cancer insurance; Critical Illness insurance; Short Term Disability insurance; Term & Whole Life insurance; Identity Theft insurance; Pet insurance
- 401(k) with company match up to 2% and 3% safe-harbor employer contribution available the first of the month after three months of employment
- A dynamic, collaborative, and exciting place to work full of passionate and dedicated people all working towards our collective mission!

NBI is an equal opportunity employer and is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, gender, gender expression, age, marital status, sexual orientation, military status and disability in all of our work and activities, including hiring practices. We believe in a positive work/life balance and are committed to our employees' health and well-being. NBI is also committed to championing diversity, equity, and inclusion across all areas of our organization, and we have enacted hiring practices to support this commitment.

We understand that your career search may look different than others. Our hiring team wants to make sure that this would be a fit not just for us, but for you long-term. If you are actively looking or starting to explore new opportunities, send us your application! Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single requirement. At New Buildings Institute, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every single qualification in the job description, we encourage you to apply anyways.

To Apply

Email your resume and salary requirements to Careers@NewBuildings.org. Please write "Executive Assistant" in the subject line. Reference and background checks are performed prior to employment. Any applicant with a mental or physical disability who requires an accommodation during the application process should contact Careers@NewBuildings.org to request an accommodation.

For more about New Buildings Institute, visit www.NewBuildings.org.

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