

# SENIOR ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION



The mission of the Texas Energy Poverty Research Institute (TEPRI) is to inspire lasting energy solutions for low-income communities across Texas. We work with teams of experts to conduct research, build evidence, create tools, and partner with local jurisdictions to pilot and test new practices that can scale through effective networks. Our efforts aim to improve the systems that are needed to enable sustainable energy solutions to reach underserved communities so that their benefits may flow to those most in need.

## ROLE EXPECTATIONS

TEPRI is immediately seeking a Senior Administrative Assistant with an interest in the intersection of energy and poverty. This full-time salaried employee would start no later than December 1<sup>st</sup>.

This is a unique position supporting several important TEPRI efforts. This role is a valuable opportunity to attain meaningful experience in communications, research, fundraising, marketing, and administrative functions which lead TEPRI to have a positive impact on the power market and low-income consumers.

The primary role of the Senior Administrative Assistant will be to provide operational support to our programs, research projects, member services, development efforts and overall administrative support. The secondary role will be to support the overall communications and marketing efforts for TEPRI.

General work areas of this role are listed below. Specific deliverables and scope will be determined on a weekly basis.

## POSITION DESCRIPTION

- Nonprofit Administrative Support: Provide general administrative support, office management, and executive assistance to a small nonprofit.
  - Provide organizational support to the Executive(s), helping to ensure action items, deadlines, and deliverables are completed.
  - Track and report financial expenditures/ reimbursements using Microsoft Excel and QuickBooks Online.
  - Schedule/coordinate calls and meetings both internally and with external stakeholders.
  - Office management, stewardship, and hospitality.
- Program Administration
  - Program Management: Manage member and stakeholder engagement for any TEPRI programming or convenings required as part of a specific project.
    - Work with the project lead to confirm which elements of a project require program coordination efforts.
    - Think through the best way to meet each project's requirements using either existing resources/groups or putting together a new group.
    - Coordinate and facilitate outreach for group assembly from within TEPRI's network.
    - Develop system(s) for managing membership and participation in the groups.
    - Ensure that participants see the value they're getting from the experience with TEPRI and that this value is realized throughout the scope of the project.
    - Ensure effective and diligent communication with members of the groups relative to: scheduling, materials, member requests/concerns and follow up/deliverables.
    - Manage a project plan for program coordination elements of each current and upcoming project in conjunction with the overall project plan.

- Drive the project milestones and ensure deadlines and deliverables that are related to program coordination are met.
    - Handle administrative tasks required for meeting set-up (including calendar invites, Zoom setup, room reservation, catering, etc.).
  - **Stakeholder Engagement:** Manage member and stakeholder engagement and set/maintain expectations for any working groups or committees TEPRI hosts that don't fall under a specific project.
    - Develop system(s) for managing membership and participation in the groups.
    - For any new group, determine the scope of the group's work and set expectations in the form of a charter.
    - Ensure that execution for convenings of these groups aligns with the expectations set in the charter.
    - Handle administrative tasks required for meeting set-up (including calendar invites, Zoom setup, room reservation, catering, etc.).
    - Ensure effective and diligent communication with members of the groups relative to: scheduling, materials, member requests/concerns and follow up/deliverables.
    - Manage outreach for new members/new groups as needed.
  - **Contact Management**
    - Respond to inquiries from TEPRI's network and act as a liaison between the person contacting us and members of the TEPRI team.
    - Manage TEPRI's contact list and ensure that it's up-to-date and contains all relevant information.
    - Work with Comms team on webinar development as it relates to engaging our network.
    - Long-term potential to set up CRM and/or member portal to improve the experience for members of our network.
- Development and Grant Support
  - Work with project leads to prepare regular grant updates for funders.
  - Support grant application development.
  - Manage grant application and reporting timelines.

## QUALIFICATIONS

- Very strong written and verbal communication skills, professional demeanor, and excellent interpersonal skills.
- Demonstrated organization and time management (experience working in a project-based and fast-paced environment preferred) with high level of attention to detail. Able to juggle and prioritize tasks under pressure and within deadlines.
- Experience with website content management and creation in CMS platform such as WordPress or similar.
- Familiarity with e-newsletter management in Mailchimp or similar.
- Minimum of two (2) years of professional or academic experience in administration, communications, marketing or similar role.
- Spreadsheets, word processing, and slide presentation software experience required. Other analytical tools or programming languages preferred.
- Proven ability to work constructively and collaboratively within teams, willing to work in a shared office environment.
- Interest and/or experience in energy efficiency, low-income communities, and/or research.]
- Strong work ethic and intrinsically driven to excellence. Willingness to work hard and take direction, but also think creatively for problems with no clear answer. Effective problem-solver.
- Professional maturity and ability to maintain confidential information in all elements of the position. Good sense of self and strong personal presence.

## ENVIRONMENT

TEPRI is a young non-profit and we are continually growing. We currently have a small but mighty team of innovative and creative thinkers. Our team works out of a shared office space located on South Congress in downtown Austin, Texas. Parking is included and available 24/7. We offer the ability to work remotely on occasion. **The office is currently fully remote and expected to remain so through at least the end of 2020 due to the national health pandemic.**

## COMPENSATION

Compensation will be commensurate with experience. Salary ranging between \$3,000-3,500 monthly with paid time off, flexible hours, virtual/remote work, and health benefits. Please submit a resume and brief cover letter to Samantha Robledo at [samantha@txenergy-poverty.org](mailto:samantha@txenergy-poverty.org).

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*We are proud to be an Affirmative Action, Equal Opportunity Employer. Our employment decisions are made without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran or military status or any other legally protected status. In order to comply with local, state and federal Affirmative Action and Equal Employment regulations we may need to identify certain applicant data which will only be used for reporting to government agencies. You are not required by law to provide this data. The data you provide on any material will be kept confidential, used solely for statistical purposes and maintained separately from your employment application. This data will not be used to make a decision about your employment.*