



## **JOB OPPORTUNITY: ADMINISTRATIVE ASSISTANT**

**Status:** Full-time, Exempt

**Location:** Nevada (hybrid)

The Nevada Clean Energy Fund (NCEF) is a nonprofit organization dedicated to supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF was created in 2017 to accelerate clean energy growth in Nevada, reduce energy costs, create jobs, and meaningfully address climate change. We are in the process of significantly expanding our team, operations, and programs in 2024 and seek an Administrative Assistant to help us create a material and lasting impact in Nevada's clean energy economy.

### **Position Summary**

NCEF seeks a highly motivated and organized Administrative Assistant to join in NCEF's efforts to make clean energy accessible to all Nevadans. As the Administrative Assistant, you will play a pivotal role in supporting the day-to-day operations of our organization, providing logistics, planning, and coordination support to the Executive Team to ensure smooth and efficient functions and communications. You will report to the Senior Operations Coordinator.

The anticipated start date of this position is September 1, 2024, however there is a possibility for the position to start earlier or later.

### **Your Responsibilities**

- Assist with accounting tasks such as processing invoices, expense reports, payroll review, and data entry.
- Manage, delegate, and prioritize general communications, including emails, phone calls, and mail.
- Maintain and organize electronic and paper filing systems, ensuring accuracy and accessibility of documents.
- Schedule appointments, meetings, and travel arrangements for staff members, including coordinating calendars and setting reminders.
- Prepare, edit, format, and print documents, reports, presentations, and other materials.
- Coordinate logistics for events, workshops, and meetings, including venue booking, vendor coordination, and attendee communication.
- Support employee onboarding and orientation.
- Provide general administrative support to team members as needed.

### **Your Qualifications**

- Passionate about clean energy, combating climate change, and having a positive impact on the lives of Nevadans.
- Prior experience in an administrative role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- High attention to detail and accuracy in work output.
- Excellent communication and interpersonal skills.
- Appreciation for task management and operational achievement.

### **Your Compensation & Benefits**

Salary is commensurate with experience. The anticipated salary range for this position is \$50,000 to \$65,000. NCEF offers a competitive compensation package that includes medical and dental benefits, a retirement fund match, and paid time off.

### **Equal Opportunity and Diversity, Equity & Inclusion**

NCEF is committed to fostering a diverse, inclusive, and equitable work environment. This includes being intentional in our hiring practices and seeking to overcome systemic biases. If you believe that you have experience and skills that would be valuable to this role at NCEF - even if you do not meet the listed qualifications of the role - please don't hesitate to apply and we will make sure your application garners the attention it deserves.

NCEF is an equal employment opportunity employer, and provides equal employment opportunity to all candidates and employees without regard to race, color, religion, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, intellectual disability, mental disability, or physical disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

### **To Apply**

Interested applicants should submit (1) a one-page cover letter expressing their interest and fit for the position, and (2) a CV/resume to [info@nevadacef.org](mailto:info@nevadacef.org).

Applications will be accepted on a rolling basis until the position is filled.

### **About the [Nevada Clean Energy Fund \(NCEF\)](#)**

NCEF is a 501(c)(3) nonprofit organization with the mission of supporting a thriving, affordable, and accessible clean energy economy by providing financial and technical resources to Nevadans. NCEF works with communities, Tribes, affordable housing developers, schools, local businesses, contractors, governments, utilities, and others to accelerate clean energy growth, reduce energy costs, create jobs, and address climate change. NCEF supports a wide range of clean energy measures, including efficiency retrofits and electrification in homes and commercial buildings, zero-emissions vehicles, and residential and community solar and energy storage projects.

NCEF was created in 2017 by state legislation as the state's "green bank," an institutional model successfully implemented in over a dozen other US states. Green banks are mission-driven institutions that use financing to accelerate the transition to clean energy, address climate change, and benefit communities.

NCEF is poised to grow significantly in the coming year due to NCEF's role in administering federal clean energy funds. NCEF already administers approximately \$10 million in federal clean energy funds and was recently selected for another \$156 million federal award.

At NCEF, we are focused on building a collaborative, equitable, respectful, impact-driven, and innovative culture that acknowledges the importance of work-life balance. We seek individuals who are critical thinkers, driven to take on big challenges, open to introspection, excited to connect with a diverse and inclusive set of stakeholders, and act with a high degree of integrity. Importantly, we seek individuals with a shared passion for clean energy, combating climate change, and having a positive impact on the lives of Nevadans.

NCEF is currently a hybrid organization that values strategic in-person collaboration. While employees can conduct the bulk of their work remotely, you should expect regular in-person meetings and working days. All NCEF's employees are located in Nevada.