



Administrative Support Contracting Opportunity

AVAILABLE NOW (first posting Oct. 12, 2020)

- 20 hours per week at \$30.00 per hour
- Starting ASAP, ending December 31, 2020 with contract extension possible into 2021

THE WORK

Bring your experience in scheduling, word processing, data entry, online file management, phone communication, and correspondence writing/dissemination to a small, Seattle-based nonprofit working in the clean energy and equity space. ECC staff will specify assignments and track your work in ASANA and/or by email/phone.

WHO WE'RE LOOKING FOR

The ideal contractor will have experience with:

- G-Suite – especially Gmail, Google Calendar, Google Drive, and broadcast email;
- Salesforce or other CRM data entry and report generation;
- Microsoft Word document development and Word merge functions;
- Zoom platform meetings and webinars scheduling, and Zoom features; and
- Effective phone banking, broadcast email, and texting for outreach and events.

*To be selected, the contractor **MUST:***

- Be equipped to work from home using a personal computer;
- Have access to high-speed Internet;
- Have reliable cell phone service with a “smart” phone;
- Be available during both business hours and early evenings to receive task instructions and to do outreach to constituents and clients as assigned; and
- Have solid basic writing skills in Business English, sufficient to draft emails and other short documents as needed to perform and document the work.

Diverse individuals with a passion for sustainability, diversity, equity, and inclusion in the emerging “clean energy” economy will receive additional consideration.

HOW TO APPLY

To be considered for this contract opportunity, email Emerald Cities at sgelb@emeraldcities.org. **Complete that email as follows:**

- Put “Admin Support Contract – I’m Interested” in the subject line of your email;
- Attach a one-page letter describing your interests and fit for the assignment;
AND,
- Attach either your résumé or a one-page capabilities summary describing your relevant experience.

Direct any questions or referrals to Emerald Cities Collaborative Director Steve Gelb at (206) 713-0952 or sgelb@emeraldcities.org. Learn about Emerald Cities at <https://emeraldcities.org/cities/seattle>.

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