The New York Climate Exchange
Administrative Assistant - Position Description

The New York Climate Exchange (The Exchange) is seeking to hire an Administrative Assistant to join our dynamic team. The ideal candidate will play a crucial role in supporting the organization’s day-to-day operations, performing various administrative tasks to aid the organization’s key leadership roles. This position offers a unique opportunity to aide our mission of addressing urgent climate impacts and environmental injustice by supporting our Chief Executive Officer, Director of Design and Development, and Interim Director of Academic, Research, and Commercialization Programs with scheduling, communications, events, and coordination. As a new organization, this individual should feel comfortable working in a fast-paced, start-up environment. This position is full-time, and it is expected that the individual in this role will be primarily working in-person in the New York City area, including on our future site on Governors Island.

The position reports to The Exchange’s Chief Executive Officer. This full-time position has an anticipated salary range of $55,000-$75,000. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to qualifications, experience, education, licenses, specialty, and training. The above hiring range represents The Exchange’s good faith and reasonable estimate of the range of possible compensation at the time of posting.

Responsibilities

1. **Administrative Support**: Provide comprehensive administrative support to The Exchange’s team, including filing, scheduling, data entry, and document management.
2. **Communication**: Assist with written and verbal communication, including drafting and editing emails, memos, and assisting with website and social media updates, along with other correspondences as needed.
3. **Calendar Management**: Manage appointments, meetings, and events for the organization, ensuring schedules are up-to-date and well-organized.
4. **Office Operations**: Maintain office supplies, equipment, and facilities, and assist in coordinating office-related logistics.
5. **Record-Keeping**: Maintain and organize records, documents, and databases in a systematic and accessible manner.
6. **Event Coordination**: Help plan and coordinate events, workshops, and meetings, including logistics and coordination of materials and resources.
7. **Collaboration**: Work closely with team members to support their administrative needs and ensure smooth collaboration within the organization. Participate in and provide administrative support for special initiatives as assigned.

Minimum Qualifications:

The Administrative Assistant should be committed to The Exchange’s mission and values. Specific qualifications and requirements include:

1. **Commitment to Climate Change Solutions and Equity**: A demonstrated understanding of climate and equity issues and a commitment to addressing them.
2. **Experience**: High school diploma and 2-4 years of professional experience, working in a fast-paced environment and supporting key administrative functions.
3. **Strong Communication Skills:** Excellent written and verbal communication skills, with the ability to effectively interact with colleagues, partners, and stakeholders.

4. **Detail-Oriented:** Meticulous attention to detail and strong organizational skills.

5. **Team Player:** Ability to work collaboratively with a wide range of individuals and contribute to a positive and inclusive work environment.

6. **Adaptability:** An adaptable and innovative approach to handling various administrative tasks and challenges.

7. **Technical Skills:** Strong computer skills and proficiency in Microsoft Office Suite and other relevant software.

8. **Commitment to Quality:** A dedication to maintaining high-quality standards and having a key attention to detail.

**Preferred Qualifications**

1. Bachelor’s degree and 2-4 years of relevant work experience.

2. Proven success in administrative support within academia, non-profit, or a similar start-up and fast-paced environment.

3. Excellent writing and communication skills, and experience with Word, Excel, and PowerPoint.

If you are a dedicated and motivated individual who shares our passion for addressing climate challenges, we invite you to apply for this Administrative Assistant position. Join us in our mission to create a sustainable and scalable model for developing urban climate solutions.

*The New York Climate Exchange (The Exchange) is a new not-for-profit climate solutions center carefully designed to build community, foster collaboration, advance climate knowledge, and empower marginalized communities through cross-disciplinary networking, impactful programming, and cutting-edge facilities. While The Exchange will have a physical presence on Governors Island, its spirit and influence will extend beyond the Island into New York City and, eventually, across the country and world. Our diverse coalition of partners—committed and prepared to collectively disrupt the status quo—incorporates local and global perspectives on climate change from academia, industry, environmental justice, public health, and government. As the first of its kind, The Exchange will unlock integrated and scalable approaches to sustainability, ultimately serving as a global model for scalable and sustainable positive change.*

*The New York Climate Exchange provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

Applications, nominations, and inquiries should be submitted to info@nyclimateexchange.org. Applications should include a cover letter and CV/resume. Preference will be given to applications received by December 4, 2023.