



POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT

The Environmental Law and Policy Center (ELPC), seeks to hire a full-time administrative assistant in our downtown Chicago headquarters. This is an extraordinary time in which ELPC's effective advocacy is essential for protecting our core environmental values.

ORGANIZATION

The Environmental Law & Policy Center is the Midwest's leading environmental legal advocacy organization. We use the power of the law and strategic advocacy campaigns to create climate change solutions, advance clean energy, protect public health, and preserve the Midwest's wild and natural places. Our staff is made up of extraordinary individuals who work together across states and disciplines to solve the most pressing environmental challenges of our times. Learn more at www.ELPC.org.

RESPONSIBILITIES

Provide administrative support, including data input, research, and scheduling to members of ELPC's policy staff. Assist development staff with processing contributions and maintaining donor files. Post-COVID, the Administrative Assistant will greet visitors, answer and direct incoming telephone calls, coordinate incoming and outgoing mail and deliveries; oversee operation, scheduling, set-up and maintenance of office equipment, conference rooms, production area and kitchens. Other duties as assigned. This position has occasional early morning and evening work.

QUALIFICATIONS

Candidates should have excellent verbal, written and communication skills and enjoy working with others. Great opportunity for a self-starter who is passionate about ELPC's mission, comfortable in a fast-paced office, and proficient in Microsoft Office.

SALARY

Commensurate with experience and with ELPC's salary structure that is competitive with other large public interest environmental organizations. Excellent benefits provided.

APPLICATION PROCESS

Applicants should send a cover letter, resume and professional references to: AdminAssistant@elpc.org. Telephone inquiries are strongly discouraged. The Environmental Law and Policy Center is an equal opportunity employer and is continually seeking to diversify its staff.

