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| Job Description: Position Title | Administrative Assistant |
| Report To | Betsy Ames – Executive Director |
| Salary or Hourly | Hourly |
| Full Time = 40 hours | Weekdays 9 AM – 5 PM (occasional evenings) |
| October 2025 | Remote Position, Based in MA or CT Only |

| Position Summary |
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| <p>The Administrative Assistant, in close cooperation with the Executive Director, internal staff and partner organizations, will support the routine day-to-day operations of our non-profit organization.</p> <p>Additional responsibilities include:</p> <ul style="list-style-type: none"> Being proactive about what else can be done to make things go smoothly for other staff and the organization itself. |

| % Of Time | Essential Duties and Responsibilities |
|-----------|---|
| 45% | <p>Mentorship Program:</p> <ul style="list-style-type: none"> Prepares and executes outreach/publicity for Mentorship Program (2x a year – website, email, FB, LI) <ul style="list-style-type: none"> Updates and edits outreach slide decks/ delivers presentations as needed. Coordinates screening process, including eligibility verification, document tracking and onboarding. Coordinates job-shadowing and construction site-visit logistics for mentorship students (no travel). <ul style="list-style-type: none"> Posts opportunities to Slack channel and tracks student field hours. Responds to routine prospective student inquiries/ keeps recent inquiry list updated. |
| 25% | <p>HERS Rater Trainings and Other Events:</p> <ul style="list-style-type: none"> Prepares and executes outreach/publicity for HERS Rater Trainings (4x a year – website, email, FB, LI) Checks mailing addresses, updates database, drop ships manuals/Krigger books. Sends food allergy survey and coordinates catering for field week of HERS Rater trainings. Sends payment reminders, tracks payments, collects liability waivers, sends course evaluation survey. Coordinates logistics for any other events as needed. |
| 20% | <p>Membership:</p> <ul style="list-style-type: none"> Coordinates year-end membership renewal drive and also the July half-off membership drive. Tracks rater lists and payments, maintains accurate database entries, tracks renewal timelines. Supports members updating their information and accessing services on the website. Generates additional leads by cross-referencing lists and researching membership categories. |
| 10% | <p>Meeting Participation:</p> <ul style="list-style-type: none"> Participate in weekly check-in with Executive Director and staff meetings regularly. Provide project planning, progress, workflow and execution updates. |

| Job Qualifications |
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| Education: Bachelor's degree in a related field or relevant experience required. Location: MA / CT Only – Northampton preferred. |
| Experience: Prior administrative experience required. Marketing, video editing, graphic content creation experience desired. |
| <p>Other Job Knowledge, Skills, Abilities or Certifications:</p> <ul style="list-style-type: none"> Ability to accurately track many details and manage multiple timelines simultaneously; able to prioritize various tasks. Solid written communication skills, including proof-reading, punctuation, and formatting consistency. Attention to detail, catches own errors, precise data entry and polished production value of content created. Cultural sensitivity and comfort working with diverse populations. Bi-lingual applicants encouraged to apply. Computer literacy, knowledge of Microsoft Office Suite, Teams, Slack and Outlook required; MojoPortal Website desired. |
| Physical Requirements |
| <ul style="list-style-type: none"> Sitting and computer work for extended periods of time. |

The NEHERS Alliance is an equal opportunity employer. We respect and seek to empower each individual to share the unique gifts that only they can bring into the world and support the diverse cultures, perspectives, skills and experiences within our workforce.

To apply, a cover letter, application and resume are required. Please kindly include your name and date of submission in the title of each document and email all three to Betsy at betsy@nehers.org by October 17th at 5PM Eastern. We appreciate all applications, but only selected candidates will be contacted for an interview. Interviews will be conducted on a rolling basis until the position is filled.