



Job Title: Administrative Associate - Project Support Program

Organization: Earth Island Institute

Earth Island Institute (EII), a 501(c)(3) organization, provides fiscal sponsorship, resources, training, technical assistance, and peer relationships to environmental activists looking for an organizational home and institutional leverage for their work. EII's Project Support Program serves nearly 80 environmental projects with the goals of strengthening the capacity of each project to effectively address environmental issues, create synergy between activists working on similar topics, and allow project directors to focus their energy on their campaigns and programs. For more information about our project support program, please go to our [website](#).

Qualifications:

The ideal candidate will demonstrate alignment with Earth Island's values (Adaptability, Community, Courage, Joy, Justice & Equity, Power Redistribution) and mission. Earth Island Institute is currently reviewing its Theory of Change and defining how our commitment to racial equity and inclusion informs the work we do. Earth Island expects all staff to take part in this process, so a willingness to engage in race, equity, and inclusion work is essential for candidates considering this position.

This position requires two years of related experience, ideally in the nonprofit sector. This includes:

- Strong customer service, communication (verbal and written), and administrative skills.
- Ability to hold self and others accountable to high-quality, timely, and effective service.
- Strong desire to learn and openness to receive and give feedback.
- Ability to demonstrate sensitivity to and appreciation for diverse viewpoints, different communication styles, and a wide range of diverse colleagues.
- A willingness to accept and take on new challenges. Self-directed, well organized, resourceful, and focused yet flexible when faced with constantly changing priorities.
- Strong project management skills and high attention to detail. Demonstrated ability to effectively prioritize multiple commitments and support complex, cross departmental projects simultaneously in a challenging and fluid environment.
- Computer proficient with a comprehensive working knowledge of MS Word, MS Excel, Adobe, and Google Suite.
- Desired:
 - Candidate will demonstrate thorough training and experience a familiarity with principles of nonprofit management and best practices.
 - Familiarity with some or all of the following systems: Nifty, Docusign, Salesforce, Sage Intacct.

Responsibilities:

This position is part of the Earth Island Project Support Team and serves an essential administrative support function for our program advisors working to meet the needs of our projects under the supervision of the Associate Director of Project Support. Responsibilities include but are not limited to:

Administrative Support – Administrative Associate

The Administrative Associate plays a critical role in providing comprehensive administrative support to the Project Support team and coordinating logistics for both Project Support and EINS special events. This position is responsible for ensuring smooth operations across various functions, supporting key systems, and facilitating communication between departments.

Key Responsibilities:

- **Administrative and Logistical Support:** Review, organize, file, and archive paper and electronic documents, ensuring accurate data entry and efficient record-keeping.
- **Event Coordination:** Manage logistics for special events, including both Project Support and EINS events, ensuring all aspects run smoothly.
- **Interdepartmental Communication:** Promptly update other departments and EINS staff on Project Support team activities and developments, ensuring timely and accurate information flow.
- **Onboarding and User Systems Support:** Assist with onboarding new staff and users to various systems, including QGiv, Inside Philanthropy, Sage Intacct, Bill SE, and Nifty. Provide ongoing support as needed.
- **System Maintenance and Organization:** Maintain and organize systems such as Reclaim, Nifty, GDrive, Zight, and the project handbooks to ensure consistency and accuracy.
- **System Settings Maintenance:** Support and maintain system settings across various platforms, ensuring they are aligned with organizational needs.
- **Database and Membership Management:** Maintain and update online databases, insurance coverage, and shared system memberships.
- **Program Support:** Work closely with PAs to administer program offerings, such as Global GreenGrants and TechSoup, ensuring seamless execution and coordination across teams.
- **Agenda and Meeting Management:** Coordinate agendas for meetings, take detailed meeting notes, and track action items for follow-up as needed.
- **Calendar and Mail Management:** Oversee calendar coordination for the Project Support team and handle in-office mail scanning and distribution.
- **Special Initiatives Support:** Provide administrative support for other special initiatives and duties as requested.

This role is essential to ensuring the efficient functioning of both Project Support and EINS, facilitating cross-departmental collaboration, maintaining vital systems, and supporting key initiatives.

Hours, Location, and Compensation:

This is a full-time, non-exempt position with a starting salary of \$57,634 – \$67,804. Earth Island (Network Services) has adopted a compensation philosophy and set of practices to promote equity, remove bias — whether implicit or explicit — in the salary adjustment process, and to promote transparency around salaries. Each position has a grade and has a corresponding range of pay based on our peer market pay practices and an employee’s tenure in a job. Full benefits include medical, dental, vision, and life insurance, 13 paid holidays per year, a week-long winter break, paid vacation and sick leave, and a 401(k) plan with employer match.

This position is available immediately. This is an in-person position, minimum 2 days per week in office, based in our Berkeley, California office.

To Apply:

Please send your résumé along with a cover letter expressing your interest in Earth Island and how your qualifications align with the responsibilities of this position, and your LinkedIn profile (optional), to jobs@earthisland.org with “Administrative Associate” in the subject line.

Application initial review timeline:

Applications sent in by January 6th will be considered for priority review. Applicants may receive contact prior to January 6th to participate in a short screening call. The position will be open until filled.

COVID-19 Considerations:

Earth Island is committed to protecting the health of our employees. To this end, Earth Island employees are required to be vaccinated or provide documentation of medical or religious exemption. We will continue to evaluate these policies and practices informed by public health guidance and employee needs.

Earth Island Institute provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Earth Island Institute is committed to our role in addressing barriers to engagement as we work collectively toward a future of environmental wellbeing for all. We value diversity and inclusion and we look forward to reviewing applications from all who are qualified to apply.

Reasonable accommodation will be made so that qualified disabled applicants may participate

in the application process. If you seek an accommodation, please send an email to Michelle Thompson at HR@earthisland.org.