JOB TITLE: Administrative Assistant - General Counsel & Advocates Program
ORGANIZATION: Earth Island Institute

Earth Island Institute serves as an incubator for environmental initiatives and provides long-term support for established projects. Currently there are approximately 80 projects under Earth Island sponsorship, creating solutions to interconnected challenges and threats facing our planet and humanity. By providing an institutional home with robust systems and infrastructure, we have become a social impact platform for community groups and activist leaders who are responding to today’s urgent environmental issues. Our core priorities are supporting groundbreaking activist projects, recognizing and mentoring a new generation of environmental leaders, and engaging the public and private sector with new and innovative ways to protect and enhance the well-being of our planet and all the species that live on it.

The General Counsel’s office provides strategic and legal advice to Earth Island and its sponsored projects. The General Counsel also serves as the Director of Earth Island Advocates, which uses the law to fight for justice for the planet’s beautiful and varied ecosystems and inhabitants. For more information about Earth Island, please go to our website at www.earthisland.org.

Responsibilities:
This position is part of the General Counsel’s office and serves an essential administrative support function to the General Counsel and the Earth Island Advocates program.

Responsibilities include but are not limited to:

- Scheduling & workflow management
  - Reviewing requests for legal assistance and inputting tasks into Nifty, a workflow management system.
  - Managing the General Counsel’s calendar, including scheduling calls and meetings.
- Information Gathering
  - Requesting and attaching any necessary information to Nifty tasks.
  - Gathering information from projects related to legal matters.
  - Gathering information in preparation for and related to Board meetings and activities.
- Data Entry
○ Input information related to legal and governance matters into respective spreadsheets.
○ Maintain updated contact information for Board members, outside counsel, and partners.
● Electronic Document Filing
  ○ Upload and maintain uniform naming conventions and file organization for legal matters, Board activities, and policies in their respective storage locations (Egnyte, Nifty, Google).
● General research
  ○ Conduct background research (internet, news sources, etc.) on topics identified by the General Counsel.
  ○ Prepare summaries of the information gathered with links to the sources.

Qualifications:
The ideal candidate will demonstrate strong administrative, organization, and communication/interpersonal skills and an ability to work both independently and as part of a team. Qualified applicants must be self-directed, detail-oriented, and focused yet flexible when faced with changing priorities.

This position requires one year of relevant experience. Candidates must have a comprehensive working knowledge of the Microsoft Office Suite, including Word and Excel, Gmail, and other Google platforms.

Hours, Location, and Compensation:
This is a regular part-time position of 20 hours/week with a schedule to be determined. The General Counsel is based in our Berkeley, California, office. Due to Covid-19 protocols, the General Counsel has been primarily working from home and coming into the office as needed. However, this is not a remote position and candidates should be available for a hybrid work environment as public health guidance allows.

This position is available immediately.

Salary range is $25-30/hour, depending on experience, with benefits, in addition to vacation prorated at 50% (0-1 year 1.66 per pay period) and prorated benefits at 50% employer-paid medical, dental, and vision.

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. Our Berkeley office is open though access is limited to employees and tenants. In accordance with current office guidelines, employees are required to wear masks in common areas of the office. We will continue to evaluate these policies and practices informed by public health guidance.
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 to jobs@earthisland.org with Administrative Assistant - General Counsel & Advocates Program in the subject line. Applications received by April 29, 2022, will receive priority consideration.

*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.*