

Job Opportunity: Administrative Specialist

Full-time, Work from Home Position

Candidates must be located the Washington, DC, region

Posted July 31, 2024

Applications received by August 12, 2024, will be given priority; later submissions will be reviewed as needed until the position is filled

About the Renewable Energy Wildlife Institute (REWI): REWI is an independent, nonprofit science organization comprising leaders in the renewable energy industry, science and conservation organizations, and wildlife management agencies who collaborate on a shared mission: Through science and collaboration, accelerate responsible deployment of renewable energy to mitigate climate change and protect wildlife and ecosystems. REWI works closely with over [40 renewable industry and conservation science partners](#) and many other advisors to build scientific research, strategies and tools, and best practices for environmentally responsible renewable energy siting and operations. Collaboration and sound science are fundamental to REWI's work, with the efforts of our small, energetic team multiplied by the insight, support, and oversight of our Board, Committees, task forces, project partners, reviewers, and contractors.

REWI prioritizes a strategic and nimble approach, which allows us to remain a leader in developing solutions to pave the way for a sustainable, clean energy future where renewable energy and wildlife can both thrive. All team members engage in a variety of programs, projects, and activities with a fundamental belief in our mission and dedication to our work.

REWI has a number of programmatic areas:

- Research including [Solar](#), [Wind](#), [Information Management](#), and the Renewable Energy Wildlife Research Fund ([REWRF](#)), an industry-led initiative housed in and administered by REWI that advances independent, peer-reviewed scientific research on solutions to mitigate solar and wind-wildlife impacts as accelerating renewable energy meets clean energy demand and
- Outreach, engagement, and communication that supports REWI's goals to foster collaboration and information exchange, with a focus on science needed to inform siting and permitting decisions, guidelines, and BMPs for the siting and operation of projects.

Position Overview: The Administrative Specialist supports REWI's activities, working closely with and supporting the Executive Director as well as the research, outreach and engagement, communications, and operational functions of the organization. The Specialist's work is critical for supporting all aspects of the organization's success at meeting REWI's mission and strategic plan goals. The position manages key administrative and development projects and initiatives and supports ongoing administrative and development-related activities.

This is an exciting opportunity to work at a cutting-edge, unique non-profit in an expanding and solutions-oriented field – the dynamic intersection of renewable energy and wildlife conservation – with many of the nation's top renewable energy producers and conservation and science leaders.

Key Responsibilities: The Specialist's responsibilities will include, but will not be limited to:

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- Supporting Board & Committee engagement, including scheduling meetings and calls, coordinating agenda and materials development, and taking notes and drafting minutes
 - Coordinating development efforts, including
 - Tracking relevant data for all engagement in designated tracking sheet(s)/databases
 - Supporting funding proposal development and tracking of outcomes
 - Supporting the maintenance of materials targeted to current and potential Partners and Friends
 - Coordinating logistics for REWI-hosted events as assigned, including scheduling, identification of venue, planning of social events, coordinating catering, and coordinating preparation of materials
 - Managing the REWI constituent & fundraising database and contact lists, including playing a key role in supporting the implementation of a new database
 - Providing administrative support to the Executive Director including drafting correspondence, planning travel, creating itineraries, making reservations, and processing expense reimbursements
 - Providing general organizational administrative support, including making website updates; formatting documents; maintaining organizational calendars, files and shared mailboxes; supporting maintenance of REWI's office/storage space in Washington, DC; and providing support for key REWI tech-based systems

Qualifications: We are seeking applicants with the following minimum qualifications:

- Bachelor's degree (or equivalent work experience) with at least two years of relevant work experience
- Knowledge and experience working in non-profit administration and/or development
- Support for and interest in REWI's mission and eagerness to learn about REWI's programmatic work
- Excellent writing and oral communication skills
- Exceptional attention to detail
- Proficiency with MS Office Suite (MS Outlook, Word, Excel, PowerPoint, and SharePoint) and remote conferencing platforms (MS Teams, Zoom Meeting and Webinar preferred)
- Knowledge of project management methodologies, processes, and tools, with proficiency in project management tools (e.g., Monday.com, Basecamp, Asana) preferred but not required
- Strong organizational and problem-solving skills
- Ability to maintain professional relationships with diverse groups including REWI team members, industry representatives, researchers, agency personnel, and consultants.
- Ability to manage conflict and address challenging issues
- A collaborative team member who is proactive, flexible, and able to manage and prioritize a variety of tasks
- Ability to work independently and remotely without regular supervision
- Willingness to travel (3-4 trips per year for staff and Board meetings) and occasional trips to REWI's office/storage space in downtown Washington, DC

Location, Compensation, and Benefits:

- This position is fully remote and requires a home office with a reliable internet connection. Candidates must be located in the Washington, DC, region.
- Candidates must have authorization to work in the U.S.

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- Salary is commensurate with the candidate’s experience and skills; candidates with less than four years of experience will be considered for REWI’s associate level salary range, which begins at \$55,000; candidates with four or more years of experience will be considered for REWI’s manager level salary range, which begins at \$65,000.
 - REWI offers a generous, comprehensive benefits package, including medical, dental, disability, and life insurance (with REWI currently covering 100% of costs for employees), flexible spending account, retirement plan and match, cell phone and internet reimbursement, professional development support, and paid time off (including federal holidays, 15 days of vacation, 3 personal days, and 10 days of sick leave).

Applications: Please submit a cover letter, resume, and two writing samples here: <https://rewi.knack.com/jobs#home/>. Only complete applications will be considered. Applications received before August 12, 2023, will be given priority; later submissions will be reviewed as needed until the position is filled. No phone or written inquiries please.

REWI is proud to be an Equal Opportunity Employer (EOE). We strive to increase diversity, equity, and inclusion (DEI) in all elements of our work and with our partners. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identify, national origin, disability or protected veteran status. We are committed to a policy of nondiscrimination, inclusion, and equal opportunity and actively seek a diverse pool of candidates in this search.