



## Executive Assistant and Officer Manager (D.C.)

### **ABOUT US**

**West Harlem Environmental Action a/k/a WE ACT for Environmental Justice** is a non-profit, community-based advocacy organization that works to build healthy communities by ensuring that people of color and/or low-income residents participate meaningfully in the creation of sound and fair environmental health and protection policies and practices. **WE ACT is a nationally recognized leader in the environmental justice (EJ) movement and is known for its work in the areas of children’s environmental health; government accountability; and climate, energy and environmental justice.**

**WE ACT is the only national EJ organization with a permanent presence in Washington, DC.** Our federal policy strategy includes advancing and reforming new national policy, practices and regulations; supporting policy implementation and regulatory efforts of existing policy to ensure accountability; convening coalitions, organizations and researchers to drive a shared national EJ agenda; building a powerful narrative to catalyze a national EJ movement; and serving as a connector, re-grantor and technical assistance provider to build the capacity of EJ organizations into a powerful, cohesive national movement.

**WE ACT prioritizes the voices of longstanding community members, communities of color, lower-income communities and, most importantly, those who have been historically marginalized and subjected to environmental and other forms of racism and exclusion.** In accordance with the Jemez Principles, we believe that communities must speak for themselves. We work at the intersection of community engagement and activation, policy, research and education. WE ACT leverages our place at the table to push system actors, including elected officials, Big Greens, coalitions and allies to center racial justice and equity.

### **ABOUT THE ROLE**

This role is essential to ensuring smooth office operations, providing executive-level administrative support, and fostering a welcoming and professional environment for staff, visitors, and partners. The ideal candidate will have a strong understanding of government processes, including the legislative calendar, and experience working in a nonprofit setting. This position is for our Washington DC office and is an in person position.

This position reports to the Chief Federal Officer of our D.C. office and the Senior Director of Operations Finance:

#### **Executive Assistance**

- Provide direct support to the Chief Federal Officer, including calendar management, travel arrangements, and preparation of briefings or reports.
- Track and manage key deadlines, particularly those aligned with the legislative calendar.
- Assist with special projects, research, and other tasks as assigned by the Chief Federal Officer

\*West Harlem Environmental Action (WE ACT for Environmental Justice) is a 501(c) (3) nonprofit organization.  
New York, NY Office: 1854 Amsterdam Avenue, 2<sup>nd</sup> Floor | New York, NY 10031 | Phone: (212) 961-1000 | Fax: (212) 961-1015  
Washington, DC Office: 50 F Street, NW, 8<sup>th</sup> Floor | Washington, DC 20001 | Phone: (202) 495-3036 | Fax: (202) 547-6009  
[www.weact.org](http://www.weact.org)



## Meeting Coordination

- Maintain and manage the office calendar, scheduling meetings and preparing necessary materials.
- Ensure meeting spaces are organized, and refreshments are available as required.
- Prepare agendas, documentation, and follow-up materials for meetings.
- Attend management meetings to take minutes and provide administrative support.

## Administrative Support

- Assist with office management tasks, ensuring the workspace is well-maintained and operational needs are met.
- Support staff by scheduling and coordinating meetings, appointments, and events.
- Receive, sort, and distribute mail and deliveries.
- Act as the point of contact for office supplies, equipment maintenance, and vendor relationships reporting needs to the Operations office.
- Attend building Management meetings to stay abreast of activities such as, Fire Drills, building maintenance, closures, etc.

## Reception Duties

- Welcome visitors, staff, and partners with professionalism, ensuring they are directed appropriately.
- Answer and direct incoming calls, providing basic information or forwarding to relevant team members.
- Manage and train staff on the phone system as needed.

## ABOUT YOU

- Bachelor's degree or equivalent training in administration, office management, or a related field.
- 3–5 years of experience in a similar role, preferably in a nonprofit or government setting.
- Familiarity with government processes, including the legislative calendar, is strongly *preferred*.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to multitask and prioritize tasks effectively in a fast-paced environment.
- Professional demeanor and ability to maintain confidentiality.
- Reliable and punctual, with a strong work ethic and positive attitude.
- High proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with office equipment.
- Discretion and ability to handle sensitive and confidential information with professionalism.
- Demonstrated ability to remain calm and composed in a fast-paced or high-pressure environment.
- A proactive, problem-solving mindset with the ability to anticipate the needs of leadership.

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- Experience working in the environmental justice or social justice space or familiarity with the movement's core principles is *preferred*.
- Spanish language proficiency is a *plus*.

### **SALARY & BENEFITS**

WE ACT offers competitive nonprofit compensation and is committed to justice in salary transparency and wage equity. The salary range for this position is \$65,000 - \$75,000 based on experience and qualifications. WE ACT offers a generous suite of benefits, including comprehensive health care (medical, dental and vision), flexible spending account, life insurance, pre-tax transit program, retirement programs and paid holidays and vacation. WE ACT follows a hybrid work policy. All staff are fully vaccinated.

### **OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION**

WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities and LGBTQ communities. We are committed to transparent and equitable recruitment, hiring and promotion processes that foster inclusion and belonging. If you've read this job description, are excited by it and can see yourself in this role, we hope you apply. If you need a reasonable accommodation during the application or interview process, please email Shanell Reyes at [Shanell.Reyes@weact.org](mailto:Shanell.Reyes@weact.org).

### **HOW TO APPLY**

To apply or nominate a candidate, please send to [Shanell.Reyes@weact.org](mailto:Shanell.Reyes@weact.org) with "**Executive Assistant and Officer Manager (D.C.)**" in the subject line a resume and cover letter.

Submission in a combined PDF file is preferred. This position is open until filled and applications will be reviewed on a rolling basis.