



Seeking Executive Assistant

Location: Remote

Hours: Part-time

Compensation: Compensation will be commensurate with experience; full-time equivalent compensation range \$25,000-\$40,000

Description

Croatan Institute is an independent, nonprofit research and action institute whose mission is to build social equity and ecological resilience by leveraging finance to create pathways to a just economy. The Institute is seeking a diligent, flexible, and highly motivated individual to assist the Institute with a wide range of operational matters. This is an entry-level position with opportunities for growth.

Our work at the nexus of finance, social equity and ecological resilience addresses the following cross-cutting themes:

Accountability
Business & Human Rights
Climate Solutions
Equity & Inclusion

Farming & Forestry
Food Systems
Frameworks & Data Analytics
Resilient Communities

Since the Institute's launch in 2014, we have rapidly established a reputation for rigorous, cutting-edge research and advocacy on a wide range of issues in sustainable finance and resilient and equitable economic development, working closely with practitioners in the field and movements for social and environmental change. Croatan Institute is based in the research triangle region of North Carolina, with an extended team of affiliates in the Northeast, the Midwest, the South, and Geneva, Switzerland. The candidate will be expected to work remotely but, if desired, could enjoy future opportunities for in-office hours at its workspace in dynamic downtown Durham, NC, or in other areas where we have affiliates.

Details

Responsibilities include, but are not limited to:

- Daily and weekly task management, scheduling, and agenda-setting with the Institute's President
- Providing administrative support to the Institute's local and remote teams, such as coordinating meetings, event planning, arranging travel, and purchasing office equipment and supplies
- Scheduling appointments and conference calls across multiple time zones
- Processing accounts payable and receivable
- Assisting with research and establishment of new systems for supporting operations
- Assisting with email communications, website, and contact relationship management.



CROATAN INSTITUTE

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Qualifications and Expectations

- Ability to work both independently and collaboratively
- Exceptionally strong communication and organizational skills
- Extremely careful attention to detail, an ability to multitask, and strong time management skills
- Proficiency with Microsoft 365 and SharePoint, Google Workspace, and a willingness to learn other cloud-based platforms such as Teams, Salesforce, Asana, and Harvest/Forecast
- Flexible and cooperative work ethic in a collegial, entrepreneurial nonprofit culture
- A strong interest in the Institute's mission.

Compensation will be commensurate with education and experience. Croatan Institute offers a competitive benefits package, including paid time off and paid holidays, plus a 2% employer contribution to a retirement plan for all employees. Full-time employees can join our group medical, dental and vision insurance, with employer contributions to either medical insurance or a health stipend.

Croatan Institute fundamentally understands the importance of having a diverse and representative group of stakeholders challenging and shaping our organizational journey. Croatan Institute is committed to promoting diversity within its team while employing the best-qualified person for each job. We are an equal opportunity employer that strongly encourages candidates from diverse backgrounds to apply, and our team leverages its professional networks to increase the diversity of applicant pools. Additionally, we actively seek to promote diversity within our governance structures: our board of directors, advisory boards, and various committees. We also apply this lens to our purchasing decisions, working to attract and hire vendors for our operations and events that are led by underrepresented groups: minority businesses, women-led businesses, LGBTQ-friendly businesses. Our team also works internally to engage in frank conversations around bias, equity, and justice in order to support an inclusive workplace and culture.

For more information about Croatan Institute, please visit www.croataninstitute.org.

How to apply: Candidates should submit a cover letter and resume with three references as a PDF attachment to Dr. Joshua Humphreys, President, at hiring@croataninstitute.org. No calls or inquiries please.

Applications will be considered on a rolling basis. We will begin to contact applicants after November 22 and will continue to accept applications until the position is filled.