Seeking Full-Time Executive Assistant

**Location:** Remote within the United States of America  
**Hours:** 30-40 hours/week  
**Compensation:** Commensurate with experience. See below for more details.

**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 early career-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 economic development. The Institute’s team includes a group of committed, interdisciplinary scholars, scientists, financial activists, advocates, and analysts who have developed a reputation for delivering rigorous research and actionable insight working on issues at the intersection of finance and social equity and inclusion, climate change solutions, farming and forestry, food systems, institutional accountability, business and human rights, and resilient communities, as well as by developing useful frameworks and data analytics for sustainable and impact investing. Headquartered in the Research Triangle of North Carolina, Croatan Institute has a networked team based across the South, Mid-Atlantic, Northeast, Midwest, and in Geneva, Switzerland.

The candidates will be expected to work remotely, with a preference for those located in Durham, NC, or the Boston area, which would include some in-office hours. Candidates in other locations could take advantage of in-person collaboration when in areas where our colleagues are located.

**Responsibilities**

- Daily and weekly task management, scheduling, and agenda-setting with one of the Institute’s Senior Executives
- Provide administrative support to the Institute’s local and remote teams and Board of Directors, such as coordinating meetings, event planning, arranging travel, processing reimbursement requests, and purchasing office equipment and supplies
- Schedule appointments and conference calls across multiple time zones
- Assist with research and establishment of new systems for supporting operations
- Assist with email communications, website, and contact relationship management
- Assist with financial and other record keeping, such as saving backup documentation for expenses and simple bookkeeping in organization’s accounting systems
- Assist with onboarding of new staff and coordinating across the team to foster exchange of ideas and team-building

**Qualifications and Expectations**

- Ability to work both independently and collaboratively
- Extremely careful attention to detail, an ability to multitask, and strong time-management skills
Qualifications and Expectations (cont.)

• Exceptionally strong communication and organizational skills
• Ability to problem solve and deal with operational bottlenecks that arise in the normal course of business, and/or help staff follow policies and procedures
• Proficiency with Microsoft 365, Google Workspace, and a willingness to learn other cloud-based platforms such as Microsoft Teams, Salesforce, Asana, Harvest, and QuickBooks Online
• Flexible and cooperative work ethic in a collegial, entrepreneurial nonprofit culture
• A strong interest in the Institute's mission

Compensation

Salary Range: $41,000-$54,000 (Bachelor’s plus 3-5 years of relevant experience)

Compensation will be commensurate with education and experience. To ensure pay equity, all salaries are set according to the expectations of the role and incorporate geographic cost-of-living differences. Since the starting pay for this job is equal to others at the same level within the organization, we do not negotiate on salary. We have a transparent organizational culture when it comes to pay rates so that people do not have to negotiate, since negotiation within work cultures has repeatedly been shown to disadvantage various kinds of people.

In addition to the salary, Croatan Institute offers a competitive benefits package, including opportunities to join our group medical, dental and vision insurance, paid time off (12 holidays and 15 personal days) for full-time-equivalent employees, employer contributions to either medical insurance or a health stipend, and a 3% employer contribution to a retirement plan, which is immediately vested.

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. Our team also works internally to engage in frank conversations around bias, equity, and justice in order to support an inclusive workplace and culture.

How to apply

Candidates should complete this form and upload a resume and list of three references.

Applications will be reviewed on a rolling basis. We will start reviewing applications in mid-January, so we strongly encourage early applications. We will continue to accept applications until the position is filled. No calls or preliminary inquiries please.

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