



## Montgomery County Green Bank Corporation

**Job Title:** Administrative Assistant  
**Reports To:** Chief Executive Officer  
**Status:** Part-time, Non-Exempt  
**Location:** Montgomery County, Maryland

**THIS POSITION IS AVAILABLE AS A PART-TIME, NON-EXEMPT POSITION**

### Background

The Montgomery County Green Bank (“MCGB”) is Montgomery County’s designated Green Bank, a publicly-chartered, 501(c)3 nonprofit dedicated to accelerating affordable energy efficiency and clean energy investment in Montgomery County, Maryland. The Montgomery County Green Bank partners with the private sector to build a more inclusive prosperous, resilient, sustainable, and healthy community. Our work supports Montgomery County’s goal to reduce its greenhouse gas emissions.

### Summary of Position

The ideal candidate for this position will have strong experience in being an independent staff supporting multiple management personnel, handling external inquiries, managing Board activities, and being comfortable producing quality reports and other written communications. The position will be key to effective, consistent office functioning and assuring deadlines, data, reports, and obligations are understood and met.

As this is a part-time position, the Administrative Assistant would be scheduled to work mornings five days a week from 8:30 to 1:30; however, the Administrative Assistant would need to be available as needed to start at 7:45 to support morning meetings. (The early start can be from 10 to 12 days each month and is essential to the role.) Also, the Administrative Assistant may be asked to work up to two afternoons a month until about 6 pm to assist with Board Meeting preparation and the Board Meeting itself. There are up to six regularly-scheduled Board of Directors’ meetings each year.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include one or more of the following activities:

- Support MCGB CEO and staff in carrying out the functions of MCGB’s mission.
- Handle routine, office administrative functions in a professional manner.
- Answer phones, take messages, greet and direct visitors arriving for pre-scheduled meetings, schedule conference meeting rooms and conference calls.

- Assist in preparing reports and presentations.
- Assist with travel plans as requested.
- Contribute to team effort by accomplishing related results as needed.
- Coordinate and schedule appointments, conference calls, and meetings which may include the assembly and distribution of materials; maintains appointment calendars; assists with travel arrangements as required.
- Create and manage photo library.
- Manage online file system.
- Prepare draft newsletter distributions and manage mailings through Mailchimp or other service.
- Support management of website.
- Support production of reports for internal and external audiences, including annual report.
- Manage Board calendar and meetings, including copying of Board of Directors' meeting materials.
- Take notes and prepare initial drafts of minutes of Board of Directors' meetings and Committee meetings, seminars or workshops.
- Support management of events and activities.
- Ensure needed office supplies and marketing materials are ordered and available when needed. This may include special food, meals, or other supplies for events, such as seminars, community festivals, and other promotional events.
- Assist Director of Business Operations with accounting clerical functions, as needed.
- Conduct ad hoc internet research as requested. Examples could include building and managing a contractor database and identifying relevant articles related to the sector.

**MINIMUM QUALIFICATIONS REQUIRED**  
**EXPERIENCE AND TRAINING:**

Education: Bachelor's Degree preferred; Associates Degree minimum.

General Experience: Four (4) years employment experience as an administrative assistant with responsibilities that support executive level staff desired.

**KNOWLEDGE, SKILL AND ABILITY:**

- Considerable knowledge of office systems and procedures.
- Excellent communication skills including polite, friendly telephone manner. Must have ability to communicate effectively, tactfully, and courteously.
- Capable of working independently with modest direction and understanding of role.
- Ability to work in small office in close quarters with other staff.
- Considerable knowledge of proper grammar, punctuation, and spelling.
- Good oral and written business communication skills.
- Ability to schedule and prioritize office workflow.
- Ability to operate office equipment.
- Experience with Microsoft Office Suite which includes Word, Excel, Outlook, and PowerPoint.

- Experience having used Mail Chimp and Eventbrite a plus.
- Experience using WordPress a plus.
- Demonstrated ability to take notes and type at a net speed of at least 50 wpm.
- Strong interpersonal skills.
- Must exhibit sensitivity to confidential matters.

The candidate should be well-organized; be able to follow detailed instructions, handle multiple tasks, and meet deadlines of projects.

### **EQUAL OPPORTUNITY**

MCGB is an “at-will,” equal opportunity employer. MCGB considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

If interested, please send cover letter and resume to [info@mcgreenbank.org](mailto:info@mcgreenbank.org) by February 15, 2019.