



This award-winning non-profit is seeking a program assistant who will support the growth goals of the organization. The part time position will likely transition to full time program manager in three months and will provide unique opportunities to integrate sustainable business practices in commercial, industrial and service institutions. Learn more: [www.tinyurl.com/DevensEEC](http://www.tinyurl.com/DevensEEC).

## **PROGRAM ASSISTANT**

### **Areas of Responsibility:**

- Administrative
  - Maintain contact database
  - Generate event and membership invoices
  - Track, publish key performance indicators
  - Assist with grant template and proposals
- Marketing
  - Create and update outreach materials, info packets
  - Develop and maintain content on website
  - Assist with compilation of case studies
- Education Forums
  - Identify, develop content for bi-monthly e-newsletter
  - Research, prioritize potential topics and speakers
  - Organize and promote events, activities
  - Manage logistics - meeting space, RSVPs, evaluations
- The Great Exchange
  - Identify, collect, promote materials available for reuse
  - Target recipients, facilitate exchanges that repurpose items
- Sustainability Programs
  - Assist with the development and implementation of tailored initiatives

### **Required Abilities:**

- Interest in promoting sustainable business practices
- Experienced with Microsoft programs and social media tools
- Organized with the ability to multi-task, manage projects independently
- Excellent written and verbal communication skills
- Must have driver's license
- Must be able to lift 20 pounds

### **Ideal Qualifications:**

- Understanding of corporate social responsibility issues
- Bachelors or Masters degree in Environmental Sustainability or related field

## **TO APPLY**

Forward a cover letter and resume to Dona Neely, Executive Director, via [donaneely@ecostardevens.com](mailto:donaneely@ecostardevens.com).