



Executive Assistant (Part-Time)

The Michigan League of Conservation Voters (LCV) — one of Michigan's largest, most impactful political advocacy organizations working to clean up our water and air, address climate change, and protect access to voting — is seeking a part-time Executive Assistant to ensure the Executive Director is able to work efficiently and prioritize high-level tasks to better meet the strategic goals of the organization.

The ideal candidate will be someone who is highly organized with strong attention to detail. They will be a clear, confident, and proactive communicator, a skilled manager of competing priorities, and a methodical planner who likes logistics and moving work across the finish line. This position, alongside a team of tenacious colleagues, will advocate for strong environmental protections, and build and amplify the voices of communities of color and other key constituencies who are disproportionately impacted by environmental issues.

About the Michigan League of Conservation Voters

The Michigan League of Conservation Voters is a statewide political organization whose mission is to elect pro-conservation candidates to office and to hold all decision makers accountable for protecting Michigan's drinking water, attacking climate change, and expanding access to the ballot. We work closely with elected officials, business leaders, partner organizations, and advocates from across the state, and we have built a reputation as the leading, non-partisan political voice for Michigan's land, air, and water.

Michigan LCV is an equal opportunity employer. We assure equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline, and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, genetic testing status, veteran status, disability, sexual orientation, gender status, or any other protected class established by all applicable federal, state and local laws and ordinances.

Job Responsibilities

The Executive Assistant reports to the Executive Director and is based in Southeast Michigan. They are responsible for the following:

- Planning, coordinating, and protecting the Executive Director's schedule to ensure it is followed and respected, and creating win-win situations for direct access to the Executive Director's time and energy.
- Communicating directly and on behalf of the Executive Director with board members, donors, staff, and others to keep them informed and engaged in opportunities to further Michigan LCV's goals.
- Managing administrative tasks including scheduling, email correspondence, travel arrangements, and preparation for meetings, events, and speaking engagements.
- Taking a hands-on approach to bring deliverables across the finish line, including drafting personal correspondence, acknowledgement letters, and other tasks that improve the Executive Director's ability to effectively lead the organization.

- Planning successful board events and functions in partnership with the Executive Director—including orientation, quarterly meetings, committee meetings, and annual retreats—managing the creation of the board and committee packets, ensuring that due dates are met and near final drafts of materials are presented on time for final review and approval.
- Serving as board members’ resource for connecting with staff, finding answers to questions or submitting feedback and recommendations.
- Learning and adhering to applicable rules and regulations set in bylaws regarding board and board committee matters.
- Managing all critical board-related documentation, including rosters, meeting minutes, and schedules.
- Participating in all Michigan LCV political election work – doing the hard work of campaigning, which means volunteering yourself to do door-to-door field canvassing, text and phone banking, and attend campaign events
- Additional support as needed.

Qualifications

We are seeking candidates who can **efficiently stay on top of a wide range of work with competing deadlines**, have **a respect for polished work and fine-tuned details**, and **are positive forces in the face of shifts and changes**. You should have:

- Expert-level organizational skills with a passion for making things work well.
- Demonstrated ability to manage a heavy workload, achieve high performance goals, have 100% follow through, and meet deadlines in a fast-paced environment.
- Experience managing up and sideways in a respectful, positive, and efficient manner.
- An aptitude for thinking three (or 30) steps ahead to ensure things run smoothly, and proactively communicating needs, challenges, and opportunities.
- Sound judgment and the ability to make decisions when provided direction and criteria to do so.
- Proven ability to handle confidential information with discretion and demonstrate the highest level of customer/client service and response.
- A valid driver’s license, car insurance, reliable access to a car, the internet, and a phone to use for work purposes as well as the ability to canvass, walking at least a mile and navigating physical obstacles such as stairs.
- Cultural Competence:
 - Demonstrated awareness of one’s own cultural identity and the ability to learn and build on varying community norms.
 - Commitment to equity and inclusion as organizational practice and culture.
 - Understanding of how environmental issues intersect with racism, economic and social inequality in the U.S. and has a passion for working to dismantle these systems.

Compensation

The Executive Assistant will work approximately 20 hours per week at \$17 per hour.

How to Apply

[Click here to apply](#). Applications will be reviewed on a rolling basis beginning February 4, 2022.