



Executive Assistant Job Description

Position: Executive Assistant

Pay range: \$45,000 to \$60,000, depending on experience

Benefits: Qualified Small Employer Health Reimbursement Arrangement; 401k retirement plan with up to 4% employer match; professional development allowance; 20 days/year paid time off; 5 days paid sick leave; and at least 14 days/year paid holidays.

Location: Laredo, Texas preferred. Other locations in Texas will be considered.

Office is located at 212 Flores Ave, Laredo, Texas 78040. Work from home on Fridays.

Travel: Occasional; less than 20% of the time

Hours: Full-time

Application deadline: Application reviews begin January 15, 2024 and continue on a rolling basis.

About Commission Shift

Commission Shift is a fast-growing Texas-based 501(c)3 non-profit founded in March 2021. Our mission is to reform oil and gas oversight by building public support to hold the Railroad Commission of Texas accountable to its mission in a shifting energy landscape.

The Railroad Commission of Texas (RRC) is one of the most important oil and gas regulators in the world. Contrary to what its name implies, the Railroad Commission has no authority over railroads. Instead, the agency oversees oil and gas development, coal and uranium mining, and gas utility service in Texas, among other functions. Its mission is to serve Texas through stewardship of natural resources and the environment, concern for personal and community safety, and support of enhanced development and economic vitality for the benefit of Texans.

Too often, the Commission has promoted accelerated development of oil and gas over all other parts of its mission -- to the detriment of natural resources and the environment, safety, and economic vitality.

Commission Shift's goal is to build broad public support from a wide array of stakeholder voices to advance changes at the RRC that improve the agency's function, transparency, and accountability to people and places impacted by the oil and gas industry. Our vision is

for these changes at the RRC to support an energy transition in Texas that benefits the climate while fostering consumer protection and choice, public engagement, transparent government, a clean environment, a stable workforce and an economically diverse and resilient economy.

Learn more about Commission Shift by visiting our website, www.commissionshift.org.

Position Description

Commission Shift is hiring a tech-savvy executive assistant for direct operational and administrative support to the Executive Director of Commission Shift. This position requires excellent time management skills, attention to detail, professionalism, and proficiency using modern online business software for daily communication and project management.

We are seeking someone with two or more years experience as an administrative assistant with excellent organizational skills, email etiquette, and proficiency using computer software and online applications including but not limited to: Microsoft Office, Google Workspace, and Asana. This person will be primarily responsible for coordinating and managing the executive director's calendar, organizing and prioritizing emails, and providing travel and operational support at the highest level of Commission Shift.

Responsibilities

- **Email management**
 - Refine system for sorting and prioritizing emails using automation tools and plug-ins within Gmail and Asana.
- **Calendar management**
 - Book meetings, respond to scheduling requests, and coordinate calendars between multiple parties using efficient processes and concise, professional language.
 - Assist with time blocking for major tasks and event preparation.
 - Set up mail merges within Gmail or for printed documents, as needed.
 - Assist with updating internal Google Calendars and organizational event calendar within Asana.
- **Correspondence**
 - Draft, review, and send email and printed communication on behalf of the Executive Director.
 - Make final formatting changes to documents and apply letterhead using Microsoft Word or Google Docs.
 - Prepare physical thank you letters for the executive director to sign.

- **Event and meeting management**
 - Assist with preparing and organizing meetings, including in-person all staff retreats with remote staff.
 - Set up devices such as projectors, screens, external cameras, and speakers for in-person and remote hybrid meetings.
 - Assist with hosting Zoom meetings and managing webinar or meeting controls as needed.

- **General and miscellaneous**
 - Research best methods and software tools for administrative efficiency including email triage, calendaring, and file management.
 - Book flights and hotel accommodations for the Executive Director.
 - Develop and maintain a physical filing system.
 - Assist with maintaining organized digital files.
 - Coordinate with IT Consultants to record Commission Shift IT property assignments to staff (laptops, screens, etc.).
 - Maintain spreadsheet tracking PTO requests and approvals.

Required minimum qualifications

- Two years of experience in an administrative role
- High School diploma or equivalent
- Professional, diplomatic, and able to maintain confidentiality within and outside the organization
- Sharp attention to detail; organized; passion for efficiency
- Excellent written and verbal communication
- Experience developing email prioritization strategies for an executive
- Capable of finding patterns and differences in complex and converging themes, organizing into categories, and prioritizing
- Experience setting up calendar events in Google Calendars; using Calendly; and/or setting up Doodle polls
- Functional approach to time-management, and curiosity for learning new methods
- Familiar with implementing effective filing systems (physical and digital)
- Extremely comfortable using online applications and computer software including but not limited to: Microsoft Office (Word, PowerPoint, and Excel) and Google Workspace (Gmail, Contacts, GCal, GDrive, Docs, Sheets, Slides, and Forms)
- Familiar with project management apps such as Asana, or willingness to learn
- Willingness to seek out online tutorials to learn new skills in online applications and computer software
- Communicates needs and manages stress under high workloads with competing priorities and deadlines

Desired qualifications, not required

- Paralegal training or bachelor degree in English, business administration, communications, or a related field
- Experience planning events or company retreats for 10 - 20 people
- Experience accurately proofreading and editing English-language documents for spelling, grammar, punctuation, and diction
- Passion for organizational systems efficiency

Technology Requirements

- Phone and internet access allowing for multiple phone or video calls per day.

How to apply

Send a resume (no more than two pages) and cover letter to Dr. Maria Reyes at apply@commissionshift.org with the subject **"Executive Assistant Application."** Prepare to provide two professional references and a writing sample upon request. The writing sample could be a policy report, speech/testimony, an opinion article, comments on a rulemaking, or other similar document.

Applicants with a nontraditional career path or gaps in employment are encouraged to share knowledge, strengths, or skills they developed during this nontraditional experience in their cover letter, if desired.

Commitment to Equity, Inclusion, and Diversity

Commission Shift believes that corporate and institutional bad behavior disproportionately hurts the most marginalized people in society — including people of color, people from working class backgrounds, women, LGBTQIA+ individuals, and people with disabilities. We believe that these communities must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of marginalized communities that are not listed here.

Commission Shift is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.