POSITION: Program Assistant

POSITION DETAILS:

- Full-time
- Hourly, Non-exempt
- $16.00 - $18.00/hour
- Located in downtown Portland, Oregon
- Reports to EPEAT Operations Manager, Director of Finance

ABOUT THE GREEN ELECTRONICS COUNCIL:
The Green Electronics Council (GEC) is a mission-driven organization that seeks to achieve a world in which only sustainable electronics are designed, manufactured, bought, used and recycled. We were founded in 2006 to manage EPEAT, the largest global rating system for greener electronics, which is used by purchasers in 43 countries. GEC works with global electronics brands and large scale purchasers to facilitate their adoption of sustainable manufacturing and procurement systems. We aim to increase the market availability and purchase of sustainable electronics. More information is available at www.GreenElectronicsCouncil.org.

POSITION SUMMARY:
The Program Assistant (PA) plays a critical role in GEC’s success by providing administrative and programmatic support to program staff. The PA ensures efficient operation of the EPEAT program, working closely with Conformity Assurance Managers and the EPEAT Operations Manager to support conformity assurance activities. In addition to supporting the EPEAT program, the PA works with the Director of Finance to process payables and perform administrative and accounting functions for the entire GEC organization. The Program Assistant carries out these responsibilities consistent with GEC’s values of collaboration, innovation and transparency.

RESPONSIBILITIES:

- Support EPEAT Conformity Assurance activities
  - Track, receive, process and file reports
  - Communicate with stakeholders regarding key activities, answer inquiries
  - Schedule trainings and meetings
- Manage Manufacturer renewals, on-boarding and administrative functions
  - Secure annual Manufacturer renewal information
  - Serve as administrative point of contact for new Manufacturers, answer questions about the process for joining EPEAT
  - Coordinate the on-boarding process
  - Coordinate with Director of Finance to generate invoices and track receipt of payments
  - Deliver training on EPEAT system and EPEAT Registry
• Support external meetings, trainings and events
  o Research venues, coordinate logistics with venue (e.g. catering, IT support)
  o Publicize event to relevant stakeholders
  o Track and correspond with participants prior to and post event
  o Circulate materials to participants prior to meeting
• Process Accounts Payable and Accounts Receivable
  o Collect invoices, determine coding and coordinate approvals
  o Enter invoices into Quickbooks
  o Print and distribute checks, monitoring payment deadlines
  o Assist Director of Finance with other various accounting duties
• General Administrative Support
  o Answer general questions about GEC and EPEAT and transfer inquiries accordingly
  o Serve as liaison between staff and contracted IT support
  o Maintain and order office supplies
  o Assist GEC staff with other various administrative duties

QUALIFICATIONS

Required
• Bachelor’s degree, preferably with science or social science focus
• 2 years of work experience providing administrative or programmatic support
• Detail-oriented, self starter, organized and able to prioritize and track required functions with little supervision
• Strong skill set with Microsoft Office applications including Outlook, Excel and PowerPoint
• Exceptional oral and written communication skills
• Excellent problem-solving and collaboration skills
• Ability to work independently and manage multiple priorities

Preferred
• Interest in/experience with sustainability issues
• Interest in/experience with voluntary standards/eco-labels
• Experience with project management

COMPENSATION: $16.00 - $18.00/hour based on experience, and a comprehensive benefit package.

APPLICATION PROCESS: Submit a cover letter and résumé specifically focused on your qualifications for this position to GEC’s Administrative Officer, Julia Bulfin: jbulfin@greenelectronicscouncil.org. Include in your cover letter details demonstrating competencies and qualifications listed above. No phone calls please.
APPLICATION PERIOD: Green Electronics Council seeks to fill this position by January 6, 2017. Application deadline date is November 16, 2016.