



Executive Assistant

GreenWave is a non-profit organization that is reviving coastal communities with 3D Ocean Farming -- a new type of restorative ocean farming that uses zero inputs, has myriad ecological benefits such as carbon and nitrogen sequestration, and works to provide food justice and quality jobs in places that need it. Through our programming, new ocean farmers receive hands-on training and education, support with permitting, access to reliable low-cost seed, and connection to purchasers. We also engage in research and development that furthers the sustainable seaweed farming industry, and support policy initiatives that make commercial 3D Ocean Farming possible.

JOB DESCRIPTION

GreenWave is seeking a self-motivated and highly organized individual to join our small but mighty team as Executive Assistant, managing the daily administrative and operational needs of the office. Reporting to the Deputy Director, the Executive Assistant position is an exciting and dynamic opportunity for an experienced professional who is eager to support the mission of our growing non-profit. This is a full-time position (with potential for flexible hours) based in New Haven, CT.

Position Responsibilities:

- Assist the Executive Director in daily operations including schedule, email, speaking engagements, press, and travel
- Support other team members in daily operations as needed
- Manage office operations, including expense reporting, purchasing office supplies, booking conference rooms, scheduling and preparing for meetings, etc.
- Coordinate logistics and preparation for quarterly Board Meetings
- Prepare formal acknowledgement letters and other correspondence as needed
- Manage and update communications CRM (Salesforce) on a regular basis, including management of website inquiries
- Organize and manage all online and in-office files
- Assist with special projects (some of which are hands-on on our ocean farm and in the hatchery) as needed
- Research as relevant to various projects

Desired Skills and Requirements:

- Undergraduate degree required, 2+ year of pertinent work experience preferred
- Detail oriented and highly organized with a mastery of spreadsheet management
- Motivated self-learner with great problem-solving skills and the ability to work independently and collaboratively
- Excellent written and verbal communications skills

- Ability to prioritize efficiently, manage multiple projects simultaneously, and consistently meet all deadlines
- Willingness to work in a small, lean team and work through the weeds with a good attitude and sense of humor
- Tech savvy, with proficiency in Microsoft Office, Google Apps, CRM Management (Salesforce preferred)

What we offer:

- Competitive non-profit salary commensurate with experience
- Health insurance premium reimbursement
- Generous paid vacation and holiday leave

Resume and cover letter should be addressed to Emily Stengel, Deputy Director, and submitted to jobs@greenwave.org.