



## **POSITION: Administrative Services Specialist**

### **LOCATION**

Hybrid and flexible, within reasonable commuting distance to the Montpelier, VT HQ office (Applicants currently authorized to work in the United States)

### **COMPENSATION & BENEFITS**

RAP recognizes the hard work and dedication of its staff members and provides best-in-class total rewards with generous paid time off (up to 33 days combined), comprehensive health & wellness package, flexible work arrangements, and a competitive salary range in alignment with the market of \$54,000-64,000 K.

### **ABOUT RAP**

The Regulatory Assistance Project (RAP)<sup>®</sup> is an independent, global, nongovernmental organization advancing policy innovation and thought leadership within the energy community. RAP works toward a clean, reliable, equitable and cost-efficient energy future. RAP provides clarity, vision and new ideas to decision-makers and the broader energy community by developing and sharing global best practices tailored to local priorities, acting as a trusted advisor to support implementation. RAP's team focuses on the world's four largest power markets, responsible for half of all power generation: China, Europe, India and the United States.

Technological advances and dramatic declines in cost are creating new opportunities to improve the economic efficiency of the power sector, reducing its environmental footprint while improving customer welfare. The rapidly evolving power sector holds the promise of cleaner and more customer-centric energy use — if policymakers update and adapt the regulatory paradigm.

RAP's global team has firsthand knowledge of the constraints and challenges policymakers face and applies its collective insight to anticipate what they will face in the future. Building on peer-to-peer relationships, RAP helps energy and air quality decision-makers and stakeholders navigate the complexities of climate and power sector policy, regulation and markets. They see RAP as a trusted source of reliable and relevant information and assistance.

For more than three decades, RAP has been a leader in developing solutions to the world's most pressing power sector challenges. In the next five years, RAP will focus on

key policy areas to drive a more efficient and equitable decarbonized energy future and to ensure a sustainable and just transition. RAP will do what it does best: develop answers to the questions regulators and other decision-makers are asking (or should be asking); change the narrative; and leverage partnerships to accelerate change. RAP's key policy areas build on past work and complement each other:

- Accelerate electrification of buildings and transportation.
- Accelerate the phaseout of gas infrastructure.
- Remove barriers to distributed energy resources.
- Decarbonize the electric grid.

For more information on RAP, including our thought leadership and publications, please visit our website: <https://www.raonline.org/about>.

## **JOB SUMMARY**

The Administrative Services Specialist is an integral part of RAP's Headquarters' Team and acts as the 'glue' that helps keep central functions together. This position plays a key role in ensuring day-to-day operations run smoothly and provides high-level administrative support to RAP's CEO and COO. This is a trusted and highly responsible position requiring a proven leader with integrity, elevated communication and organizational skills, a strong ability to prioritize, and great attention to detail.

They are responsible for managing executive calendars, scheduling meetings, handling travel arrangements, and coordinating logistics for events as well as the management of facilities and office supplies. Additionally, they are the liaison to RAP's Board of Directors and provide project management support and internal communication flow. Their strong interpersonal skills and professional demeanor will be crucial in fostering positive relationships and ensuring effective coordination. Creative thinking, and, at times, out-of-the-box problem-solving abilities will contribute to the overall success of the organization.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain professional relationships across RAP and with external parties to provide support when needed.
- Function as the administrative point of contact between the Management team members, the Board of Directors, internal staff, and external relationships.
- Organize and schedule meetings for the CEO, COO and occasionally other Senior Leadership Team (SLT) members, including preparing agendas and taking minutes.
- Coordinate travel arrangements for CEO, COO and occasionally other SLT member, including booking flights, accommodation, and transportation.
- Maintain office supplies inventory and order new supplies, as necessary.
- Provide exceptional, proactive support with minimal direction while maintaining confidentiality.
- Experience supporting senior-level management staff, in non-profit sector and/or in global setting preferred, including managing calendars, setting meetings and handling travel needs.
- Arrange Board of Directors meetings. Work with the COO to coordinate board package compilation and distribution, record and finalize meeting minutes. File and retrieve corporate documents, records, and reports. Update and maintain Board training material, contact information, email groups and all other Board-related files.
- Prepare and distribute materials for meetings and presentations, including agendas, minutes, and supporting materials.
- Serve as receptionist and switchboard operator for the main office, both virtually and in person.
- Processing incoming and outgoing mail, including light bookkeeping duties and post office runs.
- Maintain common areas and office supplies.
- Coordinate and support special projects, as needed.

## QUALIFICATIONS AND PERSONAL ATTRIBUTES

- A minimum of a two-year associate degree (bachelor's degree preferred) in business, nonprofit management, or a related discipline or equivalent work-related experience.
- A minimum of five (5) years of relevant work experience.
- Advanced working knowledge in Microsoft Office Suites
- Technology Affinity, to include project management and survey tools, emerging technologies, and social media tools.

## HELPFUL SKILLS AND QUALIFICATIONS

- Assist in the preparation of reports, presentations, and other documents by gathering information and formatting content.
- Refined planning, administrative, analytical, and organizational skills.
- Adaptability and flexibility in order to handle changing priorities and meet deadlines. This includes being open to learning new tasks, adjusting plans as needed, and staying organized amidst shifting demands.
- Ability to represent the organization and deal effectively with a broad range of external individuals and organizations; and to work cooperatively with all RAP staff and Board members.
- Focus on quality, attention to detail/accuracy, confidentiality, and client service.
- Strong written and oral communication skills, including excellent grammar, proofreading, and spelling.
- Experience in organizing and coordinating meetings and special events.
- Previous experience in organizing and maintaining moderately complex filing and recordkeeping systems.
- Advanced collaborative project management skills and a strong customer service perspective.
- Demonstrated ability to work well with a variety of personalities and work styles.
- Demonstrated ability to work independently and as part of a team, self-motivated and ability to take initiative without direction.
- Proficiency in MS Office applications including word processing, spreadsheets, databases, and audio/video conferencing tools.
- Familiarity with project management software is a plus.

## EXCELLENCE IN THIS POSITION

- Able to identify and address the needs of the executives and perform administrative tasks to ensure RAP's workflow runs smoothly.
- Responsive to requests and can anticipate needs.
- Problem-solving is proactive and seeks out opportunities to improve organizational efficiency and effectiveness.
- Creates a thorough and consistent operating environment that makes other jobs easier; as a result, staff members have confidence in RAP's functioning.
- Maintains composure under stress.
- Mission-driven interest in climate and energy policy.

## **WORKING CONDITIONS**

Hybrid environment with some time required at the office in Montpelier with flexibility to work remotely from home office on other days.

## **PHYSICAL DEMANDS**

The physical demands and work environment characteristics described here are representative of those necessary to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Must be able to work at a computer for long periods of the time.
- Capable of regular travel by various modes of transport.
- Full-time and flexible including early mornings, evenings and weekends as needed.

## **SUPERVISORY RESPONSIBILITIES**

None

## **REPORTS TO**

Operations Manager

## **FLSA STATUS**

Exempt

## **RAP'S COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION**

RAP team members are hired and compensated based on job-related qualifications and abilities. We strive to provide a work environment that allows our team members to feel safe and respected. We value the dignity and worth of each individual and do not tolerate any form of employment discrimination, including harassment, and any mistreatment due to race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

RAP provides reasonable accommodation to qualified individuals with disabilities or based on a sincerely held religious belief, in accordance with applicable laws. If you need to inquire about accommodation or need assistance with completing the application process, please email [hr@raponline.org](mailto:hr@raponline.org).