



ASSOCIATE JOB DESCRIPTION

Anytown, USA – Home Based Position

About the National Stewardship Action Council

The National Stewardship Action Council (NSAC) is a 501(c)4 non-profit organization formed in 2015 with a mission to attain a circular economy in the U.S. For more, see www.nsaction.us

About this Position

The Associate is a full-time (40 hours/week) limited-term-to-permanent employee position which reports to the Assistant Director (AD) and manages NSAC's day-to-day operations. The Associate should be capable of performing work from a home environment in a value-based organization that is fun, fast-paced, cutting edge, and mutually supportive. The Associate will possess knowledge and passion for policies and campaigns to drive a circular economy. The Associate should also be knowledgeable about the solid and hazardous waste and recycling industry. Understanding other utilities including water and energy, and possessing some understanding of how policy is made, are desired. The Associate assists the AD in developing and maintaining relationships with new and existing NSAC funders. A positive public image of NSAC is of utmost importance. Prior experience working for an environmental Non-Governmental Organization (NGO) is not required, as we seek candidates from a broad spectrum of backgrounds, including those with experience engaging diverse constituencies.

Essential Duties and Responsibilities:

1. Helps develop, review, and distribute electronic newsletters and action alerts.
2. Creates graphics, and drafts and shares posts on social media channels.
3. Manages listservs including addition and deletion of members, quarterly review and clean-up, filtering messages and drafting responses, creating timely content for different listservs for approval by AD or ED.
4. Sends headshots and bios for presentations, including drafting updates to increase relevancy for specific audiences; amending and drafting PowerPoint presentations.
5. Attends meetings of the NSAC Board and associated committees, as needed.
6. Assists with managing the organization's insurance including workers compensation insurance and grant insurance requirements for NSAC and NSAC contractors.
7. Assists staff with project tasks as needed.
8. Assists with timely filing and accuracy of lobbying reports.
9. Adds virtual contact cards ("Vcards") to central contact list, maintain list and eliminate duplicate entries, update contact information, if necessary, etc.
10. Drafts agendas for Board and committee meetings.
11. Helps manage ED's schedule including scheduling meetings, preparing travel arrangements, etc. Arrange meetings and travel for AD, as needed.
12. Funder management including ensuring funders are receiving all their benefits, preparing and sending invoices, following up on outstanding invoices, and assisting the AD and ED

with ensuring the cashflow, deposit log, invoice report, and Board contribution spreadsheet are up-to-date.

13. Conducts work on other special projects and performs other duties as needed.
14. Other similar duties as requested.

Qualifications:

1. Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics or people.
2. Track record of developing and executing successful public education campaigns and employing powerful storytelling to build support for clear goals among targeted audiences.
3. Exceptional writing, editing, and speaking skills; able to synthesize complex concepts into concise and compelling messages, and exercise message discipline throughout the organization and with partners.
4. Experience supporting multiple priorities and juggling a variety of projects for one or more individuals in a team environment.
5. Strong planning and project management skills; superior judgement to set priorities, meet deadlines, practice accountability, solve problems, and manage multiple relationships with attention to detail.
6. Demonstrated experience managing online engagement strategies, applying the best practices in social media, and adapting to changing technologies and platforms.
7. Experience with, and commitment to, creative positive change through collaborative partnerships, direct advocacy, and political action.
8. Enthusiasm for NSAC’s mission, goals, and programs.
9. Experience in website management (Wix is a plus), social media (Facebook, Twitter, YouTube, LinkedIn), and specialized web applications, such as MailChimp, Doodle polls, Canva, etc. is highly desired.
10. Computer proficiency in Windows, desktop publishing and spreadsheet applications, and web publishing applications is required.
11. Clean background check, valid driver’s license, proof of insurance, and favorable driving history.

Compensation and Benefits:

We offer a competitive salary based on applicant experience and skills ranging from \$40,000-\$55,000/year. Our benefits package for permanent, full-time employees includes 10 days’ vacation, 12 paid holidays plus two floating holidays, medical and dental insurance, and SEP IRA retirement plan after one year of employment.

Work Environment:

While performing the essential duties of this position, the employee is required to spend extended hours at the computer. Employees can be located anywhere in the United States and work remotely with a \$100 monthly work-from-home stipend provided. This position requires low to moderate levels of domestic travel.

Application:

Please email a current resume, and a cover letter explaining how your skills and experience fit this position, to Jordan@nsaction.us

The National Stewardship Action Council embraces the importance of diversity, equity, and inclusion, both internally in our hiring process and organizational culture, and externally in our grantmaking and other practices. We are an equal opportunity employer, and welcome applications from people of all backgrounds, cultures, and experiences.