



About

Accelerating Circularity is a collaborative industry organization with a mission to divert textiles from landfill and incineration for textile-to-textile recycling. The goal is to develop models for circular supply systems that can be implemented in multiple geographies. We believe in truth, action and accountability.

Role: Administrative Assistant, Accelerating Circularity

Time commitment: 25 hours/week, flexible schedule

Compensation: \$16 - \$20 per hour, based on experience

Reports to: Karla Magruder, President and Founder; **Key collaborators:** Project Fellow, Project Manager

Job description:

This position will work remotely as part of a virtual organization and therefore must be extremely reliable and able to work independently. The ideal candidate will be responsible for providing administrative support to ensure efficient operation of the project. From scheduling and preparing for meetings, to communicating between companies, you will be responsible for completing a diverse portfolio of tasks in a professional and timely manner. This position is a 1 year contract (potentially renewable, contingent upon funding).

Responsibilities:

- Set up and maintain dashboards, calendars, and reminders for internal project tracking and coordination
- Coordinate schedules and information flows between Steering Committee, working groups, program participants, staff, and other partners
- Create and distribute meeting agendas and meeting minutes
- Direct external inquiries to the correct team members
- Set up and support the management of e-mail groups and related communication tools
- Organize and maintain project documents; ensure templates and collateral materials are up-to-date and accessible to the appropriate users
- Organize, maintain, and provide access as needed to vendor and contractor files, software licenses, credentials, agreements, etc.
- Support efficient and effective use of technology within the organization
- Support staff building outlines, presentations, and other project deliverables
- Support bookkeeping tasks as needed (tracking expenses, filing receipts, ensure bills and invoices are processed in a timely fashion)
- Other assignments as time, interest, and ability permit

Qualifications:

- Ability to multitask, organize, and prioritize work
- Associate's degree or equivalent work experience + educational background
- 2+ years of administrative support experience
- Proficient in Google Workspace, Office 365, Zoom, Mailchimp, SquareSpace, and Airtable



- Excellent written and verbal communication skills
- Interest in textiles and sustainability initiatives
- Available to work morning business hours (Eastern Time)
- Love of administrative excellence

To apply: Send your resume and cover letter detailing your interest and qualifications to jobs@acceleratingcircularity.org, ATTN: Karla Magruder, with the subject line "Administrative Assistant March 2022."

Candidates must be eligible to work in the United States without sponsorship.

Accelerating Circularity provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, marital status, caregiver status, or any other characteristic protected by federal, state or local laws.