



1111 19th Street NW Suite 400  
Washington, DC, 20036  
[www.ElectrificationCoalition.org](http://www.ElectrificationCoalition.org)

**Position:** Administrative Associate

**Reports to:** Executive Director

**Location:** Remote, Prefer East Coast Hours

### The Opportunity:

The Electrification Coalition (EC) is seeking to hire a highly skilled and entrepreneurial *Administrative Associate* that would support the executive director and the broader leadership team to accelerate the electrification of our transportation sector.

The *Administrative Associate* will help manage the priorities, staff engagement, meeting coordination, administrative needs, and the schedule coordination of the executive director and the leadership team, to ensure the EC is meeting its short-term and long-term strategic goals and deliverables. The *Administrative Associate* will also support organizational development by managing the organization's public appearances and speaking engagements at conferences, webinars, and other events, helping to expand the EC's presence, and thought leadership.

### You Will Work On:

- Providing administrative assistance such as writing and editing e-mails, drafting memos, and preparing communications on behalf of the leadership team
- Coordinating and supporting leadership team meetings
  - Agenda, action items, impact to our current priorities, helping confirm responsibilities
- Managing calendars, including making appointments and prioritization
- Managing conference and public appearance logistics and preparing materials
- Maintaining comprehensive and accurate records
- Maintaining a system-wide digital filing system
- Recruiting and managing interns
- Travel and logistical planning for the leadership team
- Support the executive director with monthly expenses
- Communicate capacities of the leadership team to other team members

### About You:

- You have 1-5 years of experience providing administrative support
- You have strong problem-solving and decision-making skills
- You have strong organization skills, are great at working independently and as part of a team
- You have excellent written, verbal, and presentation communications skills

- You have demonstrated the ability to collaborate with colleagues and outside organizations, and are able to multitask without sacrificing quality of work
- You can work at a fast pace, under pressure to meet deadlines
- You love working as part of a team to foster a cooperative, team-oriented work environment
- You have remote working experience

**Salary:**

\$50,000-60,000 - **Exact compensation may vary based on skills, experience, and location**

**Benefits:**

- Health insurance (medical, dental, and vision coverage)
- Short-term & Long-term disability
- Retirement plan (401k/Roth offered)
- Life insurance
- Flexible spending account
- Paid time off (PTO)
- Cell phone allowance

**Application Instructions**

To submit your application for this position please send a cover letter and resume to Annie Freyschlag, Consultant: [afreyschlag@electrificationcoalition.org](mailto:afreyschlag@electrificationcoalition.org).

**About The Electrification Coalition**

The [Electrification Coalition \(EC\)](#) is a national, nonpartisan, not-for-profit organization committed to promoting policies and actions that facilitate the accelerated deployment of electric vehicles (EVs) on a mass scale. For more than ten years, the EC and its sister organization, Securing America's Future Energy (SAFE), have sought to reduce our nation's dependence on oil – which is currently responsible for powering 92 percent of our transportation system.

The last three years have been exciting for the EC as we have created and contributed to some of the most innovative public-private partnerships in transportation electrification, including our work on behalf of the [American Cities Climate Challenge](#), the award-winning [Climate Mayors EV Purchasing Collaborative](#), the [Smart City Challenge](#), and numerous other initiatives. The EC also supports a broad suite of policies and initiatives at the federal, state, and local levels contributing to the accelerated electrification of the transportation and mobility sector.

The EC is an equal opportunity employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage job seekers of all backgrounds to apply.