



Executive Assistant, Investments

At the Coalition for Green Capital (CGC), our mission is to drive investments in the clean economy to reduce emissions and improve the quality of life for all Americans. By leveraging public-private partnerships and responsive financing, we aim to eliminate barriers to clean technology and promote energy abundance in every community. Our work is guided by a commitment to accelerate the deployment of clean energy technologies across the United States, with a special focus on supporting low-income and disadvantaged communities. For over a decade, CGC has led the Green Bank movement, working at the federal, state and local levels in the U.S. and countries around the world to unlock capital and empower communities to embrace a greener future. Together, we strive to build a sustainable future where clean power is accessible and affordable for everyone.

Our National Green Bank: The U.S. Environmental Protection Agency (EPA) has taken a significant step toward a greener future by establishing the first U.S. national green bank through the Greenhouse Gas Reduction Fund (GGRF). The EPA awarded the Coalition for Green Capital \$5 billion to capitalize this national green bank under The National Clean Investment Fund competition, along with \$125 million under Solar for All to foster the development of green banks and accelerate solar energy projects in North and South Dakota. Through strategic partnerships and innovative financing, our national green bank aims to create a robust clean energy finance ecosystem that addresses critical market gaps and maximizes the impact of every public dollar invested. This seed funding builds on CGC's decade-long leadership in the Green Bank movement, which has already led to billions toward clean energy adoption, ensuring that the nation's climate goals are met.

Job Summary and Candidate Profile

CGC is hiring an Executive Assistant (EA) to join its Investments team in New York, to provide high-level administrative support to executives on the team. The EA will serve as a key partner and right-hand person to the executive leadership, managing their schedules, communications, administrative duties, coordinating meetings, preparing reports and presentations, and maintaining efficient office workflows.

Based in New York City.

Key Responsibilities

- **Calendar Management:** Schedule and coordinate meetings, appointments, and travel arrangements. Manage conflicts and prioritize time effectively and complete executives' weekly timesheet submissions.
- **Communication:** Act as the point of contact between executives and internal/external stakeholders, handling calls, emails, and other communications.
- **Meeting Coordination:** Plan and organize meetings, conferences, and events. Prepare agendas, materials, and take accurate meeting minutes.
- **Travel Arrangements:** Organize detailed travel itineraries including booking flights, accommodations, and transportation. Ensure proper handling of visas, travel documents, and expense reports.
- **Document Preparation:** Draft and edit correspondence, presentations, reports, and documents for executive-level communications.
- **Confidentiality:** Handle sensitive and confidential information with the utmost discretion and professionalism.
- **Task Management:** Track and follow up on ongoing projects, deadlines, and deliverables. Ensure that tasks are completed efficiently and on time.
- **Expense Management:** Prepare and submit expense reports and manage executive budgets.
- **Office Management:** Oversee office operations, including managing supplies, handling mail, and maintaining an organized work environment.
- **Relationship Building:** Foster positive relationships with key internal and external stakeholders, clients, and vendors.

Required Skills and Abilities

- Strong interpersonal skills and ability to interact with individuals at all levels.
- Ability to think critically and solve problems under pressure.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication skills.
- Strong attention to details.
- Ability to work independently and proactively.
- Flexibility to adapt to changing priorities.
- Ability to anticipate what an executive and/or the team needs and takes the initiative to do so.
- High degree of integrity and transparency.
- Strives for continuous personal and organizational improvement.

- Celebrates and supports team and colleagues success.
- English language fluency required.
- A sense of humor, passion for change, and an eye towards innovation.
- Authorization to work in the United States of America.
- Occasional travel may be required to support executives during business trips or conferences or for other CGC matters.

Education and Experience

- Bachelor's degree is preferred.
- At least 3 years' experience in an EA or administrative role supporting senior leadership.
- Previous experience working in fast-paced environments, such as startups or high-level corporate offices.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams).

Compensation and Benefits

- The salary range for the Executive Assistant is between \$70,000 and \$95,000.
- Executive Assistant will be eligible for an annual bonus of 10%-30% based on job performance.
- The benefits offered for Executive Assistant are health insurance, 401k, vacation leave and sick leave.

CGC is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and their ability to perform a job, without regard to age (over 40), sex (including pregnancy, married women and unmarried mothers), race, color, creed, veteran status, religion, disability, sexual orientation (including actual or perceived orientation), gender identity, gender expression, ancestry, marital status, national origin, citizenship, genetic characteristics, civil air patrol status, lawful activities during non-working hours, or any other protected class as defined by applicable federal, state, or local laws. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias.

Our equal employment opportunity philosophy applies to all aspects of employment including recruiting, hiring, training, promotion, job benefits, pay, dismissal and social/recreational activities. Our designated Civil Rights Coordinator is CGC's Chief Administrative and Development Officer.