

JOB ANNOUNCEMENT



One Thomas Circle, NW
Suite 1050
Washington, DC 20005
www.verra.org

Job Title: Office & Administrative Assistant
Location: Washington, DC
Start Date: Immediately
Reports to: Chief Operating & Financial Officer (primarily)

A global leader in helping to tackle the world's most intractable environmental challenges, Verra seeks a an ambitious individual who is experienced in handling a wide range of administrative and executive support related tasks, to make a key difference in the administrative life of a nonprofit. The ideal candidate will be exceedingly well organized and flexible, and will enjoy the administrative challenges of supporting a small office of diverse people and programs. This individual must be able to function effectively in a variety of roles within a dynamic environment.

About Verra

With the signing of the Paris Agreement and increased focus on the Sustainable Development Goals, Verra has seen increasing demand for its standards that allow governments, the private sector, civil society and investors to track progress and drive funding towards achieving ambitious sustainable development, climate and environmental goals. In response to that demand, we are expanding our work into new arenas and growing our team to serve new and existing stakeholders.

Verra currently manages a number of global standards frameworks designed to channel finance towards high-impact activities that mitigate climate change and promote sustainable development.

Job Responsibilities

The Office & Administrative Assistant will work closely with the Chief Operating & Financial Officer (COO/CFO) to oversee office operations and provide direct administrative support to the Chief Executive Officer (CEO) and other executive staff. Essential duties and responsibilities include the following.

- Office Management
 - Manage relationships with office vendors, service providers and building management.
 - Manage all aspects of the office's space/infrastructure planning including space allocations and layouts, moves, additions/renovations, and changes to workstations.
 - Purchase office supplies and equipment and maintain appropriate stock levels.
 - Greet visitors, answer the phone, open and distribute mail, maintain a tidy office environment, and run errands.
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- Information Management
 - Troubleshoot IT issues and coordinate responses by Verra’s IT service providers.
 - Assist the COO/CFO in researching best practices in information management systems.
- Meeting & Travel Planning
 - Coordinate staff meetings, plan and organize office social events, and support the planning and execution of offsite retreats.
 - Support CEO and senior managers in scheduling meetings and handling meeting logistics and related communications.
 - Manage travel arrangements (e.g., flight and lodging reservations, conference registrations, etc.) for the CEO, Board members, and staff.
- Executive Support
 - Process senior manager’s expense and reimbursement and Board member travel reimbursement claims.
 - Reconcile credit and debit cards issued to Verra employees.
- Undertake special projects (e.g., calculating and offsetting the annual carbon footprint of Verra operations) and support basic research and data analysis for executive staff.

Required Qualifications

We are seeking candidates who have **strong communication skills (oral and written)**, are **collaborative team players**, and who are **enthusiastic about addressing sustainable development and environmental challenges**. Candidates for the Office Administrator & Executive Assistant position will possess the following qualifications:

- At least 1 year of office administration/office management experience and/or recent college graduate.
- Strong organizational and time management skills, including the ability to prioritize and work efficiently and effectively under deadlines.
- Demonstrated ability to manage complex tasks and prioritize competing demands in order to meet deadlines.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- Dynamic interpersonal skills; capable of maintaining professional approach and demeanor in high-pressure situations.
- Self-starter with an ability to excel in a professional environment with limited supervision.



- Proficiency in Microsoft Office, with aptitude to learn new software and systems.
- Eligible to work in the United States (i.e., U.S. citizen or holding current work authorization).

Preferred Qualifications:

- Bachelor's degree or equivalent.
- Proficiency in file sharing (e.g., ShareFile) and collaboration (e.g., Google doc) software and/or messaging software (e.g., Slack).
- Fluency in a second language, especially Spanish.
- Engaging personality and optimistic outlook.
- Experience developing internal systems.
- Basic research and data analysis skills would be an asset.

Compensation

Compensation depends on experience and is highly competitive. Verra has established pay bands that are based on market data for comparable positions for each of its jobs. These bands express a salary range and provide a reference point for offers to new hires, raises within a job, and for promotions from one job to another. For this position, the salary range is \$44,752 USD - \$56,369 USD.

Verra offers a very attractive benefits package, including 22-30 days of paid time off plus holidays, retirement contributions, access to flexible savings accounts, and a choice of top-tier health plans.

How to Apply

To apply, please send us the following:

- Cover letter (not to exceed one page)
- Resume/CV (not to exceed two pages)

All applications should be submitted to Rachel Wallach & William Ferretti at employment2@verra.org and will be considered on a rolling basis.

Verra provides equal opportunity for all job applicants and employees and is committed to providing a work environment free of discrimination. We conduct our recruitment and hiring without regard to race, color, religion, gender identity, sex, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic protected by applicable federal, state, and local law.