



## ADMINISTRATIVE AIDE

The [Maryland Clean Energy Center](#) (MCEC) is seeking an Administrative Aide to provide general office support and assist with planning and executing programs and events.

MCEC is a not-for-profit corporate instrumentality of state- created statutorily by the Maryland General Assembly. A Board of Directors, appointed by the Governor, provides oversight for the organization.

MCEC serves as a statewide green bank with a mission to transform the energy economy in Maryland by increasing clean energy jobs, driving commercialization of technological innovations, and enabling consumer adoption of clean energy products and services. MCEC facilitates access to capital through leveraged or direct investment and operates financing programs targeted to serve various consumer audiences, and underserved communities. The Center provides specialized procurement and technical services in order to facilitate and expedite project implementation.

The ideal candidate for this position will have multi-tasking skills and demonstrate attention to detail, with the ability to balance priorities to meet deadlines with accuracy. Strong interpersonal skills and prior customer service experience are desired.

### ESSENTIAL FUNCTIONS

- Provides administrative support for Executive Director, and senior MCEC staff, as needed
- Maintains accurate databases and records
- Prepares for and attends board meetings, composes accurate board meeting minutes to be available in a timely manner, maintains board attendance records, and roster information
- Provides support for program tracking
- Examines and verifies complex reports for completeness, propriety, and accuracy
- Sends, monitors, and routes mail/ email
- Reviews correspondence, noting format, grammar, accuracy and completeness
- Composes correspondence, statements, forms and reports; dealing with routine and occasionally complex or confidential subject matter
- Answers phone, records and delivers accurate and timely messages
- Provides event support for planning and execution, as needed
- Schedules meetings, events, and assists with coordinating related logistics
- Maintains organized filing systems
- Acts as a liaison to various public and private sector constituencies
- Interfaces professionally and cordially with customers, local governments, vendors, and the general public
- Performs other work-related duties as assigned
- Monitors supply inventory and prepares purchase orders, as needed
- May make arrangements for event registration or travel reservations
- May be required to assist with tracking subscription or membership renewals

### EDUCATION & EXPERIENCE

Graduation from high school or GED plus two years of related professional experience.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Must be able to communicate effectively both orally and in writing, and possess accurate note-taking ability and listening skills
- Must be able to manage multiple projects as assigned
- Excellent writing skills desired. Composes correspondence, forms and reports; dealing with routine and occasionally complex or confidential subject matter
- Computer literacy with spreadsheets, word processors, email correspondence and Internet searches
- Demonstrated ability with Microsoft Office programs including Word, Excel, Outlook and Publisher; and/or G Suite
- Must be able to organize and prioritize work while following oral and written instructions
- Must be reliable, flexible, and conscientious of performing to deadlines
- Must be able to interact effectively with internal staff, external stakeholders, regulatory agencies, and elected/appointed officials

## **LICENSES, CERTIFICATIONS**

- Possession of a valid driver's license meeting the requirements of Maryland law, as well as all MCEC Policies

## **OTHER RESPONSIBILITIES**

Individual may attend and participate in external events and meetings on behalf of MCEC as requested.

## **SUPERVISORY REQUIREMENTS**

This position has no supervisory responsibilities.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk, hear, and sit. The employee is also regularly required to use their hands. The employee may be required to walk, stand, climb, or lift/carry heavy items.

Specific vision abilities required by this job include close vision, distance vision, and the ability to focus.

## **WORK ENVIRONMENT**

The Maryland Clean Energy Center's office is located in College Park, MD. The noise level in the work environment is usually quiet.

## **SALARY RANGE**

\$45,000 - \$55,500 annually, depending upon experience. This is a part-time, 24 hours per week, salaried position with benefits and the potential to become full time in the future.

## **TO APPLY**

Qualified candidates should send resumes with cover letters, noting salary requirements, to [info@mdcleanenergy.org](mailto:info@mdcleanenergy.org). The anticipated start date is on or before April 3, 2023.