

**Asian Pacific Environmental Network
Job Announcement**

Executive Assistant (part time)

The **Asian Pacific Environmental Network (APEN)** was founded in 1993 to bring together a collective voice among the diverse Asian and Pacific Islander communities to develop an alternative agenda for environmental, social and economic justice, and fight for the right of all people to a clean and healthy environment in which to live, work and play. In pursuit of this vision, APEN revolves around five strategies: building grassroots power, strengthening organizing capacity in API communities, forging strategic alliances, and advancing proactive agendas and policies towards systemic change.

POSITION SUMMARY

The Executive Assistant works to support the Executive Director (ED). This position manages aspects of the ED's office and performs tasks that are diverse and advanced. This is a half-time, permanent position and is supervised by the ED.

ROLES and RESPONSIBILITIES

Prioritizes and screens the ED's communications and calendar, using expert judgment and knowledge.

- Receive ED's mail, email, voicemail; return emails and calls, schedules appointments on behalf of and under the direction of the ED; maintain ED's calendar of appointments.

Conduct research and develop content for ED presentations and participation in meetings.

Assist the ED in supporting the Board of Directors

- Schedule and prepare logistics for all board meetings and board committee meetings; prepare board packets and keep board records up-to-date; assist ED in implementing follow-up actions from board and board committee meetings.

Plan and organize the administrative aspects of the EDs office

- Create systems for filing, updating the organizational database with contacts, etc.; prepare briefing packets as needed for meetings; plan travel and other logistics related to the ED's calendar.

Participate in key organizational activities as needed.

REQUIRED QUALIFICATIONS

1. Commitment to APEN's mission and the Principles of Environmental Justice.
2. Demonstrated ability to work with a variety of complex tasks, including follow-through and tracking.
3. Demonstrated interpersonal and communication skills to effectively represent the ED and APEN.
4. Demonstrated attention to detail, able to work independently as well as part of a team, able to work well under pressure.
5. Demonstrated time management skills to plan, manage and coordinate ED's activities and major functions.
6. Computer skills (PC) & familiarity with the following programs: Excel, Word, and use of e-mail.
7. Able to commit at least 2 years to the organization.
8. Experience and comfort working with culturally diverse population.

COMPENSATION: DOE, competitive salary range.

APPLICATIONS: Please submit cover letter & resume by mail, fax, or email:
APEN c/o Timmy Lu, 310 8th St. Suite 309, Oakland, CA 94607
Phone: 510.834.8920/ Fax: 510.834.8926
apen@apen4ej.org www.apen4ej.org

Application Deadline: March 28, 2008. Start date: Immediately.

APEN is an equal opportunity employer. Women, people of color, queer and gender non-conforming people are encouraged to apply.