



## Administrative and Research Associate

**Position Type:** Full-time

**Position Description:**

The Green Infrastructure Leadership Exchange ('the Exchange') is a practitioner network that supports communities seeking to grow green stormwater infrastructure programs by accelerating implementation through peer learning, innovation, partnerships, and advocacy. The Exchange develops, hosts, and shares resources to advance the benefits and viability of green infrastructure.

The Administrative and Research Associate will support the Director with a range of tasks to maximize value for network members. The associate will work remotely and can be based anywhere within the United States. The associate is expected to be available during regular business hours in the Eastern time zone, occasional phone calls and other meetings to accommodate network members in other time zones, and is required to attend all Exchange convenings which will occur approximately every 6 months and rotate throughout member cities across the United States. The associate plays a crucial role in supporting information exchange among members by assisting with communications and analyses to support peer-to-peer sharing and collaboration. This opportunity is ideal for entry level professionals who are interested in working with a diverse group of the network's public sector members, and nonprofit and private sector partners.

***Responsibilities***

***Network Development and Communications***

- Develop, publish and distribute the Exchange newsletter through Mailchimp. Task includes interviewing members for articles, drafting and editing newsletter articles, and researching network activities and updates in the green infrastructure field.
- Support facilitation of member convenings, including larger annual events and smaller workshops. Support the development of meeting materials such as agendas and presentations. Conduct administrative event planning tasks.
- Support ongoing network activities including drafting meeting agendas, taking meeting minutes, and managing electronic files.
- Support the Director in writing grant applications and reports and tracking grants progress.
- Help track member activities and interests.

### *Website Management*

- Analyze website use and internal communications metrics for public-facing and internal websites. Lead internal discussion of these data with the team and suggest and implement improvements.
- Implement strategy for website maintenance with a focus on continuous improvement of strategy and efficiency.

### *Research and Data Analysis*

- Design and administer surveys of the green stormwater infrastructure field and assist in results analysis. Analyze member activity and use by collecting data and producing regular reports and dashboards. Think strategically about what data to collect and how to use it.
- Support development of a green stormwater infrastructure research agenda that reflects member needs.
- Develop an approach and conduct secondary research on the value of green stormwater infrastructure and effective ways to communicate about it.

### ***Requirements***

#### *Education*

- Bachelor's degree required
- Environmental, social sciences, information management, or communications background preferred
- Demonstrated interest in the environment and/or local government preferred

#### *Previous Experience*

- At least one year of professional office experience required
- Past experience in detail-oriented position preferred (i.e., managing logistics for large meetings, staffing a commission or group of high-level participants, providing project management for a multi-party research project, and/or responding to customer questions)
- Blogging and other social media, research, database management, website management, and/or member services preferred

#### *Skills*

- Organized, analytical and highly motivated
- Skilled verbal communicator: proactive, responsive and articulate
- Skilled writer: concise and logical
- Excellent researcher and analyst
- Independent (comfortable and efficient working alone), while being a good team player (communicating with other team members through frequent electronic correspondence and infrequent in-person interaction)

- Skilled in computer technology, including Microsoft Word, Excel, PowerPoint, Google Drive, Mailchimp, social media, etc.
- Familiarity with online survey services and website content management
- Able to identify potential issues and brainstorm solutions. Results oriented and committed to learning and continuous improvement.
- Detail-oriented and able to accurately meet deadlines
- Mission-driven with a passion for fostering social, economic, or environmental change
- Diplomatic and comfortable interacting frequently with a diverse audience

***To Apply***

- Send resume and writing sample to [paula@giexchange.org](mailto:paula@giexchange.org)
- For more information about the Exchange, please go to our external website at [www.giexchange.org](http://www.giexchange.org)