



Research Assistant/Office Management Assistant

David Gardiner and Associates (DGA) offers a full-time position to assist with project research and office management. This full-time position is open to a recent undergraduate student, with strong interest, education, or experience in climate, sustainability, and renewable energy policy. This position is a full-time temporary position beginning July 2016 through December 2016 (six-month contract), with option for renewal or hire pending DGA projects need. This is an hourly-paid position and the successful candidate will be paid commensurate with education and experience.

Position Overview:

The Research Assistant /Office Management Assistant is responsible for assisting executive and research-level staff to facilitate execution and completion of DGA projects. They also assist with Office Management duties. The Research Assistant/Office Management Assistant works closely with Senior Research Associates and the Chief Operating Officer (COO).

Research Assistant Responsibilities (50%) include:

- Perform research and write reports as assigned to support client projects
- Summarize research notes, white papers, webinars, and conference calls for staff
- Draft memos, PowerPoint presentations, communications documents, press releases, newsletters related to client projects
- Attend relevant outside meetings and conferences and take notes for staff
- Track relevant news items, legislative priorities on Capitol Hill and in states; provide updates for staff
- Manage listservs, Google Drives, and contact lists related to projects
- Assist staff with design, style, and formatting of client products

Office Management Responsibilities (30%) include:

- Assist COO with administrative needs related to office organization, event and travel planning, and other day-to-day office management
- Support special events with planning and coordination of webinars and other events including conferences, webinars, social activities, etc.
- Work with seasonal interns to help foster productive working and learning experience

Social Media & Web Management (20%) include:

- Manage Twitter accounts daily
- Promote press releases and other client material with press
- Update websites on an ad-hoc basis



Position Requirements:

Bachelor's degree, with strong academic and work or volunteer experience in climate and energy policy and sustainability, and a strong interest in the clean energy and environmental field

Diligent worker with excellent research and communication skills

Strong organizational abilities

Highly motivated, works well independently, and asks questions

Values high-quality work, attention to detail, and importance of meeting deadlines

Enthusiasm for finding workable solutions

Strong skills with Microsoft Office, OS-X, Google Drive, MailChimp, WordPress

Familiarity with US political process

Flexibility, positive attitude and ability to work well with others sense of humor

Application Submission information:

Please submit resume, cover letter, and brief writing sample (policy-oriented papers preferred) to jobs@dgardiner.com no later than May 27, 2016. Applications are accepted and reviewed until May 27, 2016 or until position is filled, whichever comes first. Early submission is recommended.