



## Senior Project Assistant

Portland Energy Conservation, Inc. (PECI) is a nonprofit corporation with a twenty-year history developing and implementing innovative approaches to energy and resource efficiency. We offer our local and national clients a unique combination of expert research, program design, and on-the-ground delivery. We are growing and have exciting opportunities for individuals who have a passion for learning and want to make an impact working within the energy efficiency market.

### About the Position:

This position will provide sector assistance and perform a range of administrative tasks that support the Residential Director and other program activities.

Candidates must have experience coordinating deliverables on tight deadlines and providing administrative support. Strong organizational and time management skills and proven ability to multi-task are a must. Successful candidates will be highly organized, creative, detail and solution oriented, and team-focused.

Preference will be given to candidates with demonstrated commitment to energy efficiency initiatives.

### Qualities:

- Must be highly organized, detail oriented with ability to think critically.
- Ability to work independently and as part of a team.
- Proficient in Excel, Word, PowerPoint, and Access.
- Ability to work in a fast paced environment.
- Strong verbal and written communication skills.

### Key responsibilities:

- Provide administrative support to the Residential Director including organizing and tracking information and supporting sector communication.
- Provide admin support for management when needed.
- Organize sector events and outings.
- Organize electronic data.
- Develop Word & Excel templates and format documents.

**PECI offers a comprehensive, highly competitive compensation and benefits package, including a generous 401(k) plan.**

### To Apply:

If you are interested in this position, please send a letter, resume, a writing sample and references to [job2331@peci.org](mailto:job2331@peci.org), or 1400 SW 5th Ave #700, Portland OR 97201.