

ILLUME



Join us!

ILLUMEADVISING.COM

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Dear Future Administrative Assistant,

We are excited to invite you to explore a new professional home with our company, ILLUME Advising, LLC (ILLUME). ILLUME is a research consultancy that supports the clean energy industry by providing market research, evaluation, strategy, and policy services for programs, services, and new clean energy technologies.

As a highly qualified candidate, you are a master multi-tasker with excellent communication skills and an upbeat attitude. With your extraordinary organizational and correspondence skills, you'll keep the Tucson office running smoothly. You'll manage all visitors by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace.

As our Administrative Assistant you will be professional, polite, and attentive while also being accurate with great attention to detail. We are excited to learn about your ability to support in a wide range of duties and tasks, like supporting our Founders and team members, assisting in daily office needs, and being an integral part of our administrative team. You will always be prepared, responsive, and willing to meet each challenge directly. You must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, you will have a genuine desire to meet the needs of others.

As ILLUME's Administrative Assistant, you also understand and remain committed to ILLUME's mission to broaden diversity, equity, and inclusion within our company and within our industry. You will help us live by our values by thinking carefully about imagery, representation, language, and tone when representing our work, our industry, our clients, and the communities we serve through our research. You lead with heart, a commitment to serve, and the humility to learn and grow with the change.

We are excited to read your application materials, pore over your cover letter, and explore the many ways you'll be the backbone of the Tucson office and help to keep us running smoothly and efficiently.

Best,

The image shows two handwritten signatures in black ink. The first signature on the left is 'Anna Fogarty' and the second signature on the right is 'A. Conzemius'. Both are written in a cursive, flowing style.

ILLUME Founders

Job Title: Administrative Assistant

Status: Part time, 20 - 30 hours per week

Compensation: \$20 per hour

Location: Tucson, AZ

CULTURE AND COMMITMENT AT ILLUME

Our Vision: ILLUME is the premier consultancy for advancing, re-envisioning, and equitably transforming the energy industry. We align with clean energy and social justice imperatives and give primacy to human dreams and aspirations so that all can thrive in a clean energy future.

Our Commitment to Team Values: At ILLUME, we value the diverse lived experiences of our team. We view diversity, equity, and inclusion (DEI) as an on-going commitment and investment in the growth of our employees, the growth of our company culture, and the growth of our industry. By centering environmental justice, climate change mitigation, and social justice in our work, we aim to transform the way the energy industry looks at its challenges. We believe that our collective well-being depends on how well we explore, elevate, and communicate the experiences of all people who use the electric grid. We quantify the impacts of our public investments to reduce energy demand and mitigate climate change.

ILLUME considers our investment in our team as a long-term and mutual investment. At ILLUME, we're committed to building a valued business while ensuring rewarding careers to our employees. ILLUME does not discriminate in its employment practices regarding age, ancestry, religion, arrest record, color, conviction record, creed, cultural background, disability, ethnicity, gender, gender identity or expression, marital status, military obligations, national origin, race, sex, or sexual orientation.

JOB SUMMARY

As the Administrative Assistant you will provide personalized secretarial and administrative support to the Founders directly. This includes providing calendar support, booking travel, managing expenses, and whatever else is needed. You will be responsible for managing the Tucson office, and in a more limited capacity, provide support to the Portland office to improve productivity. The Administrative Assistant will be responsible for running business errands, maintaining ongoing business files, ordering supplies, coordinating local team outings, retreats, or events, and working with the administrative team to ensure offices are running smoothly and efficiently. You will work in a fast-paced environment, bringing order and organization. As the Administrative Assistant you will be privy to highly confidential information and must always act in confidence to the Founders. The Administrative Assistant will be exceptionally well organized and have clear communication skills.

PRIMARY RESPONSIBILITIES & KEY RESULTS AREAS (KRAS)

Below we show the range of KRAs for this position.

Secretarial & Administrative Support to Founders

When requested, support with meeting or appointment scheduling, calendar management, email correspondence, inbox management, etc.

Monitor spending on Founder's credit card account regularly. Pull transactions, gather receipts, reconcile charges, and provide coding to admin team monthly for company and personal credit cards.

Board Management, Coordination, Asset Planning & Development

Work with Founders to organize quarterly Advisory Board meetings, including setting up hotel accommodations, food and beverage, manage board travel and reimbursements, work with the board to schedule meetings and follow-ups. Drive slide and asset management with Founders contributions.

Work with Founders to organize quarterly Employee Board meetings, including schedules, reminders, agenda management, etc. Drive slide and asset management with Founders contributions.

Tucson Office Management

Oversee and manage the Tucson office.

Coordinate with property manager, landlords, cleaning staff, and janitorial service to make sure that cleaning and repairs are being completed and in a timely manner.

Work with RMON (tech support), Cox (security company), and M3COM (internet company) to ensure internet, security software, and equipment is always working properly. To include ensuring technician visits are scheduled and managed in a timely manner when needed.

Order snacks and beverages for office staff.

Check mail regularly.

Order office and/or cleaning supplies (if needed) and receive packages, deliveries.

Keep office supplies and space organized and orderly. Make sure office equipment is always working properly.

Portland Office Support

Provide support to folks in the Portland office. Order snacks, office supplies, cleaning supplies etc. when needed.

Coordinate with cleaning staff.
People Champion Support
Support the people champion in mailing, running errands, and other logistical activities needed to support team wellness activities.
Accounting and Admin Support
Support gift card management process including ordering, tracking, delivery, and follow-up.
Support accounting and human resources administrative functions for Tucson office., including invoice and expense coding, tracking receipts in system, and ensuring required paperwork is securely uploaded.
Onboarding Support
Perform HR onboarding, for new hires in Tucson, including E-Verify and I-9 verification when needed.
Orient new staff to the office, including setting up workstations and making sure they have all equipment needed when starting. Laptop, monitors, headphones, cables, keyboard/mouse, etc.
Travel Support
Book travel for all ILLUME team members when needed. To include flights, hotel rooms, and sending in CC authorization forms.
Local Team Event Planning & Support
Support in planning any team events, retreats, gatherings, etc. in Tucson or on occasion, companywide.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COLLABORATION

Collaboration is the minimum standard at ILLUME. Team members build trust through regular, open, and honest communication and by working together across the company to ensure the success of every project. By working together, we create the momentum to accomplish our company objectives and together attain exceptional results.

REQUIRED EDUCATION

REQUIRED QUALIFICATIONS

- Superior verbal and written communication skills, demonstrating clarity and conciseness
- Excellent organizational and planning skills
- Advanced experience with Microsoft Outlook, Excel, Word, and PPT
- A clear history of working on multiple tasks within established timelines
- Tireless attention to detail in all prior experience (academic and professional)
- A history of successful, creative problem-solving
- Demonstrates ability to prioritize effectively in the face of multiple and shifting priorities, with the ability to switch between complex analytical thinking and attending to mundane tasks without compromising quality or losing one's focus
- Demonstrates independent decision-making experience with solid judgment
- Proactively manages to timelines and budget (hours) when completing work
- Effectively prioritizes initiatives, projects, and tasks
- Demonstrates flexibility when responding to ambiguity, uncertainty, and change

WORKING CONDITIONS

The Administrative Assistant will be required to be onsite in the Tucson office with standard exceptions (Doctor's appointments, etc.) or if pandemic conditions require remote work. This position requires sitting (or standing) for long periods of time at a computer; and communicating by telephone and email. Dress code at ILLUME is business casual ("pulled together"). This position does not usually include travel. This position is in Tucson, AZ, remote not available.

TO APPLY

Please submit a cover letter and resume to hire@illumeadvising.com.

In the subject line of your email, indicate the following:

Last name_First name_ Administrative Assistant

In your cover letter, provide us with:

- Your working and communication style.
- Experience working in sensitive and confidential environments.
- A sense of who you are by being honest, creative, and "yourself".
- Any experience with DEI in the workplace, and your own professional growth.

Expect that we will carefully review all materials including your cover letter. Incomplete applications will not be considered.

ILLUME will accept applications until the position is filled.