

INCLUSIVE PROSPERITY CAPITAL ADMINISTRATIVE ASSISTANT

ABOUT THE ORGANIZATION

Inclusive Prosperity Capital, Inc. (“IPC”) is a not-for-profit investment fund thriving at the intersection of clean energy finance and community development. Our team is focused on connecting investment capital with mission-aligned organizations, clean energy projects, and community initiatives in traditionally underserved markets.

We believe everyone should have access to the benefits of clean energy. We can change the conversation in underinvested neighborhoods and markets, helping to deliver **Inclusive Prosperity**.

For more information about IPC, please visit us at: <https://www.inclusiveprosperitycapital.org/>

ABOUT THE OPPORTUNITY

IPC seeks a part-time Administrative Assistant to join its operations and corporate team. A qualified candidate will perform various general administrative functions and activities for IPC and its affiliated entities.

Responsibilities include:

- Coordinating conference registrations
- Coordinating internal and external meetings for staff
- Coordinating travel, meals, hotels for on-site staff meetings
- Answering and directing phone calls and emails addressed to general inboxes
- Organizing and distributing inbound and outbound mail
- Organizing files and records
- General office tasks as needed
- Assisting with ad-hoc requests from other members of the team

This is a unique opportunity to play a key role in a growing, mission-oriented organization, and as such successful candidates will be expected to apply an “all hands” approach.

QUALIFICATIONS

Education & Experience:

The qualified candidate will have at least a High School Diploma and a minimum of 2 years of experience in an administrative or retail setting.

Skills:

IPC seeks candidates that exhibit both mission alignment and professional competency in the following areas:

- Ability to read and analyze company documents and distribute internally
- Strong organizational skills and demonstrated ability to prioritize competing demands and perform multiple tasks with respect to internal and external deadlines
- Working knowledge of general office equipment
- Proficiency in the Microsoft Office Suite, particularly Outlook Calendars
- Excellent written and verbal communication skills
- Attention to detail and problem solving skills
- Ability to work independently and take ownership of their own tasks

Above all, an ideal candidate will be eager to learn and grow in a collaborative fast-paced team environment.

WHAT WE OFFER

- Reports directly to the Chief Financial Officer
- The position will be approximately 20 hours per week, with possibility for increase as responsibilities increase.
- The position will be a combination of remote and on-site work in our Hartford, CT office.
- Hourly rate range: \$18 to \$22 per hour, depending on experience.
- A commitment to work-life balance with flexible work hours (after introductory period) in addition to 13 paid holidays and three weeks of vacation time annually (both prorated to a 20-hour work week), personal time off and sick time.
- Generous benefits package including dependent care/medical flexible spending account, 401K with a 6% employer match, and Life/AD&D/STD/LTD insurances.

EQUAL OPPORTUNITY

IPC is an equal employment opportunity employer. We are strongly committed to fostering a diverse, welcoming, and inclusive work environment. IPC provides equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, age, present or past history of mental disability, intellectual disability, learning disability, physical disability, including but not limited to blindness, status as a veteran, or any other characteristic protected by applicable federal, state, or local laws.

IPC complies with the Americans with Disabilities Act and corresponding state or local law. If you believe you need an accommodation in order to participate in the application process, please contact careers@inclusiveteam.org.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Women, people of color, individuals with disabilities, and veterans are encouraged to apply.

APPLICATION PROCEDURE

To apply for this opportunity, please email your resume and cover letter to careers@inclusiveteam.org with “IPC Administrative Assistant” in the subject line.