

**Full-Time Position with Clean Fuels Ohio**  
**Title:** Special Assistant to the Managing Director  
**Application Deadline:** September 15<sup>th</sup>, 2022  
(Candidates will be considered as they apply.)

***Overview:***

Clean Fuels Ohio is looking for a talented, energetic self-starter and team member to serve as the Special Assistant to the Managing Director. The Special Assistant is responsible for supporting the Managing Director through a combination of project management, writing and editing, research, and high-level administrative relationship support functions. Coordinates special projects, compiles information and completes complex reports and analysis. Works independently or with senior leadership. May interface with external stakeholders including representatives of state, local or federal government agencies and/or private sector companies. Sensitivity to confidential matters, a high level of professionalism, tact and diplomacy are paramount.

***About Clean Fuels Ohio:***

Clean Fuels Ohio is a statewide nonprofit organization based in Columbus, Ohio. Our mission is to improve air quality and health, reduce environmental pollution, strengthen Ohio's economy, and enhance our nation's energy security.

***Qualifications:***

- Bachelor's degree (minimum) and at least three years of professional experience required.
- Excellent written and verbal communication abilities, as well as organizational planning skills.
- Experience managing project deliverables and project management tracking systems.
- Experience with some financial management and tracking systems.
- Experience coordinating with internal staff and external project partners.
- Experience related to transportation energy, environmental sustainability, and general governmental policy and practices (preferred).

**The Special Assistant is responsible for the following functions:**

1. Manages internal and external special projects in coordination with other departments and/or organizations on behalf of the Managing Director.
2. Researches and prepares materials, policy briefings, presentations and proposals on a variety of workforce development matters for key internal audiences.
3. May schedule, prepare materials and notes, and ensure follow-up for various stakeholder meetings including staff, Board or other meetings.
4. Drafts and edits various documents including internal/external correspondence. Creates and maintains files, reviews draft and finishes documents for accuracy and grammar, including documents of a sensitive or confidential nature.
5. Participates in meetings, taskforces and workgroups both internally and externally on behalf of the Managing Director.
6. Coordinates with the Executive Assistant to the Executive Director assist in managing his office.
7. Assumes responsibility, in the Managing Director's absence, for ensuring requests for action or information, which would normally receive the Managing Director's attention are made known to responsible managers or personnel who can satisfy the request. Monitors resulting activity for the purposes of briefing the Managing Director.
8. Provides analytical and specialized administrative support to relieve the Managing Director of and/or assist with complex details and advanced administrative duties.
9. Assist in coordinating activities between the agency and various outside parties including corporations, non-profit organizations, foundations, sub-grant recipients and local and state elected officials.
10. May assist with the preparation of regular grant reports.
11. Makes high level contacts of a complex nature inside and outside of the agency.
12. Keeps abreast of the Managing Director's immediate and long-term commitments and plans; identifies conflicts, flag problems for intervention and corrects course as appropriate.
13. Supports senior-level staff as necessary.

**Equal Opportunity Employer:** At Clean Fuels Ohio we believe that to truly succeed in our mission members of underrepresented groups, and communities disproportionately affected by environmental pollution, must share an equitable position in the industry. We strongly believe that environmental justice is one of the key cornerstones of our work. Therefore, we actively encourage applications from members of underrepresented groups and prioritize bringing more diverse and inclusive voices to the table.

14. Oversees special projects assigned by the Managing Director.
15. Performs other tasks and duties as assigned by the Managing Director.

The duties listed are NOT set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

**Location:** 3240 W. Henderson Rd., Ste A, Columbus, OH 43220

**Salary:** \$55,000 – \$60,000 (commensurate with experience, benefits available)

**To Apply:** Send cover letter and resume by email to Managing Director Nicholas Strata: [nstrata@cleanfuelsohio.org](mailto:nstrata@cleanfuelsohio.org) and to Hollye Hills: [hhills@cleanfuelsohio.org](mailto:hhills@cleanfuelsohio.org) with the subject line “Special Assistant to the Managing Director Position Application.”

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