



NAPHN Office Manager Wanted

September 14, 2020 by NAPHN

NAPHN Office Manager Position

Job Overview:

The North American Passive House Network (NAPHN), an independent national non-profit educational organization, seeks a part-time office manager, with the opportunity to grow into a full-time position, in support of its mission to transform the built environment, using the tools developed by the Passive House Institute, in a critical effort to combat global warming and make sustainable communities for all.

Join our dynamic team to help support rapidly expanding programs focused on delivering high-performance building education, events, and resources to a national audience, including our network of members, chapters, and allies.

Responsibilities for Office Manager:

- Manage basic bookkeeping.
- Manage HR.
- Manage company communications.
- Manage databases and IT infrastructure including website information updates
- Coordinate, and manage chapter and member relations.
- Provide administrative support to fundraising, education, membership, and communications activities.

Qualifications for Office Manager:

- The position requires executive intelligence*, a passion for sustainability, and a firm interest in the building industry, with the ability to grow into greater responsibility – and ultimately to be mission-driven, having a fire within to change the world.
- Bachelor's degree in architecture, engineering, sustainability, business administration, communications, or a related field.
- Must have exceptional attention to detail, strong organizational and time management skills, and ability to prioritize.
- Located in continental US.

Time Commitment, Salary & Benefits:

- Start part-time with the ability to expand to full-time.

- Salary based on experience.
- Benefits to be negotiated.

Interested applicants should email 1) your resume, 2) a statement of purpose, and 3) an indication of availability, to ken_at_naphnetwork.org

* “In its simplest form, Executive Intelligence is a distinct set of aptitudes that an individual must be able to demonstrate in three central contexts of work: the accomplishment of tasks, working with and through other people, and judging oneself and adjusting one’s behavior accordingly. On the job, executives are constantly pursuing a variety of goals. They must decide which tasks to accomplish, in which order to do them, and how best to carry them out. They must find ways to meet their goals through the efforts of and in cooperation with other people. And always, they must actively evaluate themselves, identify their own errors, and make adjustments to correct them. The more proficient an individual is in all three of those areas, the higher his or her level of Executive Intelligence. Executive Intelligence has its roots in what’s commonly known as critical thinking, but it isn’t the same as the abstract logic and reasoning skills often associated with the subject. Instead, it’s an expanded and applied type of critical thinking — how an individual skillfully uses the available information as a guide to thought and action.” – Justin Menkes, HarperCollins, 2005