

# CLEARPATH

ClearPath | 518 C Street NE, Suite 300 | Washington, DC | 20002

Organization: **ClearPath (501(C)(3))**  
Position Title: **Office Manager**  
Location: **Washington, DC**

## Overview

ClearPath's mission is to develop and advance policies that accelerate breakthrough innovations that reduce emissions in the energy and industrial sectors. To advance that mission, we develop cutting-edge policy and messaging, educate policymakers, and collaborate with academics and industry. Started in 2014 by entrepreneur Jay Faison, ClearPath engages in the direct education of policy makers within the White House, Congress, and Executive Agencies.

ClearPath team members believe in small government, free markets, and American entrepreneurship. Those principles form the basis for how the team analyzes proposed clean energy and climate policy.

## Job Description

ClearPath's Office Manager will support the entire ClearPath team, focusing primarily on general office administration. Other special projects and responsibilities in property management, project management, assisting with events execution, and administrative support should be expected. The Office Manager must have an opportunistic mindset, hospitality focus, positive demeanor, be comfortable working with ambiguity and managing multiple work streams simultaneously. This person will get to interact and support the entire team to support our mission. The Office Manager will report to ClearPath's COO.

## Office Administration:

- Complete general administrative tasks for various members of the team, including scheduling meetings, preparing meeting material, taking meeting minutes, tracking time, making reservations, arranging travel, etc.
- Perform reception duties such as welcoming guests and vendors, developing and presenting a professional rapport, managing health screening documents, escorting guests around the office and notifying the team of their visitor's arrival.
- Assist the team with the submission of timely expense reports.
- Contribute to Salesforce CRM system: maintain existing records and add new audience members, etc.
- Manage and organize all incoming and outgoing correspondence, mail and packages

- Manage the food and beverage program for the office including managing inventory and stocking the kitchen. Maintain a running list of internal and guest dietary needs and dining preferences.
- Ensure that all office equipment is properly working, employees have access to the equipment, are trained on how to use it and regularly maintain it.
- Maintain office supply inventory and order all office supplies- as needed and as requested.

#### **Property Manager:**

- Manage building, equipment and vendor relationships that support office operation, technology and communications services. Maintain high quality standards, sound timelines for vendors and budget for the general office condition.
- Be point-of-contact for vendors related to office and manage maintenance including: high priority fixes, known ongoing needed fixes, improvement needs, one-time purchases needed and space redesigns.
- Manage cleaning vendor relationship and proactively execute general light cleaning tasks including; taking out the garbage, emptying dishwashers, wiping down counters, and the like.
- Serve as point-of-contact on-call for all support needs within the office.

#### **Special Projects:**

- Support team to coordinate catering and venue space for internal and external meetings including breakfast, lunch and dinner gatherings.
- Support team in execution for upcoming events throughout the year, including compiling guest lists, checking guests in/out, preparing materials and setting-up, flagging compliance or related ethics items, etc.
- Serve on ClearPath's culture committee to build a positive team culture. Tasks may include organizing retreats, ordering birthday and anniversary gifts and managing the culture committee's budget.
- Anticipate the needs of the team and others, be proactive not reactive when it comes to special projects or requests.

#### **Competencies**

- Service Focus – Place emphasis on creating team and guest loyalty by continually enhancing the office experience. Capacity to identify and understand the needs of the team, manage expectations, and prioritize meeting and exceeding those needs.
- Accountability – Take responsibility for your own performance and accept full ownership of issues, problems, and opportunities, regardless of the source.
- Composure and Resiliency – Ability to deal effectively with pressure, maintain focus and intensity, and remain optimistic and persistent, even under adversity. Ability and propensity to recover quickly from setbacks, rejections, and conflicts and to maintain self-control in the face of challenges.
- Professionalism – Set high standards and serve as role models for work performance, ethical conduct, and respect for others. Consistently conduct yourself in a manner that is aligned with ClearPath values and within the guidelines and best practices of office

management.

- Time Management – Focus on completing all work tasks in a timely manner, while remaining responsive enough to react to competing demands and shifting priorities. Able to manage multiple responsibilities while being organized, keeping on top of important time-sensitive tasks, and performing all work accurately.
- Communicating – Provide the information required by others in a concise, direct, and unambiguous way.

## Qualifications

- 3-5 years experience in an administrative, project management, event management, scheduling, or operational role
- Excellent communicator (verbal and written)
- Proficient in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint)
- Proficient with quickly learning / managing new systems
- Ability and willingness to work nontraditional hours in order to support events and office management.
- Local travel expected
- This role is an in-person role and it is expected for you to be in our physical location 5 days per week.

## Values

- Teamwork: Be fun, fast, collaborative, and supportive.
- Dedication: Be here because you want to change the world.
- Ownership: Think and act like an owner.
- Adaptability: Be humble and agile.
- Integrity: Believe individual and organizational credibility is everything.
- Curiosity: Voracious learner eager to engage with the substantive details of our work.

## Compensation & Benefits

- Competitive salary commensurate with experience
- Annual bonus, historically awarded
- Paid professional development opportunities
- Comprehensive health, dental, life, disability insurance and 401(k)
- No vacation policy - take what you need whenever workflow allows
- Fully stocked office kitchen in newly renovated building on Capitol Hill

Please send resume to Andrea Steiner at [steiner@clearpath.org](mailto:steiner@clearpath.org)

*At ClearPath, we value a diverse and inclusive workforce. We believe our team is the key to making an impact and fulfilling our mission. ClearPath is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.*