

## Administrative Assistant to the Executive Director

**Organization:** Facade Tectonics Institute

**Location:** Long Beach, CA / Remote

**Job Type:** Part-Time (10-20 hours per week)

### About Us

**Facade Tectonics Institute (FTI)** is a non-profit member organization serving the architecture, engineering, and construction (AEC) industry. We are also a research and education institution dedicated to advancing healthy buildings and livable urban habitats. Our mission is to drive transformative change in the built environment, with a focus on resilience and sustainability—placing the building facade at the center of these efforts.

### Position Summary

FTI is seeking a highly organized and proactive **Administrative Assistant** to support the **Executive Director (ED)** in daily operations, communications, marketing, and event coordination. This role is essential in ensuring smooth organizational functions and effective collaboration with the ED, board members, committees, and external stakeholders.

### Key Responsibilities

#### Executive & Administrative Support

- Manage daily operations, document organization, meeting setup, and communications.
- Maintain financial, membership, sponsorship, donor, and general FTI records.
- Assist with FTI events, conferences, webinars, and podcasts.
- Draft and proofread correspondence, emails, and other communications.
- Prepare agendas, presentations, and reports for board meetings.

#### Marketing & Communications

- Maintain a marketing and communications calendar.
- Coordinate event logistics, registrations, promotional materials, and outreach.
- Update the website, manage social media, Klaviyo mailing system, newsletters (including SKINS), and CRM database.
- Develop graphic materials for social media and e-marketing.
- Liaise with board members, members, sponsors, donors, industry partners, and government agencies.
- Assist with donor communications, membership drives, and fundraising initiatives.

## Qualifications & Skills

- 5+ years of administrative support experience, preferably in a nonprofit or AEC-related setting.
- Strong organizational and time-management skills with the ability to multitask.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office, Google Workspace, and project management tools.
- Experience with graphic design (Canva), CRM systems, Klaviyo, or event coordination is a plus.
- Passion for the built environment, sustainability, or nonprofit work is a bonus.

## Why Join FTI?

- Work closely with industry leaders and innovators.
- Be part of a mission-driven organization making a tangible impact.
- Opportunities for professional growth and development.
- Flexible work arrangements in a collaborative team environment.

## How to Apply

Submit your resume, cover letter and list of three references to **Katerina Hojgrova** at [khojgrova@facadetectonics.org](mailto:khojgrova@facadetectonics.org) with the subject line:

**"Administrative Assistant Application - [Your Name]"**

**Deadline for applications:** March 31, 2025