



Communications & Operations Administrator

Are you a detail-oriented, proactive professional who enjoys keeping an organization running smoothly? Do you like to tell stories and communicate impact? Do you want to contribute to meaningful work that benefits your community? If so, PAREI would like to welcome you as our Communications & Operations Administrator and have you grow with us!

In this full-time onsite role, you'll support key administrative functions—from memberships, donor communications and thank you's to organizational operations. Reporting to the Executive Director, you'll help ensure smooth daily business operations and prepare inspiring donor communications while advancing our mission to build resilient communities in central New Hampshire by providing access to sustainable energy and local food leading to economic stability, a clean environment, and healthy living. As a small team, each staff member plays a vital role, wears multiple hats, and plays a crucial role in collaborating closely to achieve our mission.

WHAT YOU'LL DO

Fundraising & Communications Support

- Handle membership and donor thank you letters
- Coordinate donor stewardship program in collaboration with team
- Process donations and memberships
- Maintain and update customer relationship management systems
- Draft communications including newsletters, emails, annual reports and project highlights
- Assist with Wordpress website updates
- Assist with grant preparation, tracking and reporting
- Assist with social media posting to Facebook and LinkedIn
- Coordinate events and community outreach
- Attend regular fundraising team meetings and program staff meetings

Administrative Support

- Oversee general administrative functions, including managing digital files, organizing shared drives, and maintaining online office systems
- Assist with Board meeting preparation and coordination
- Greet office visitors including members, volunteers, donors and Board members
- Pickup and manage incoming/outgoing mail and banking
- Assist programs with administrative and operational needs
- Handle files management
- Coordinate office maintenance and vendor relationships
- Track office related inventory and order supplies when needed
- Other duties as assigned

WHAT WE'RE LOOKING FOR

At PAREI, we value hard work, multitasking, ideation, teamwork, and a passion for our mission. We welcome applicants from all backgrounds, even if you don't meet every qualification.

Knowledge, Skills & Abilities

- Strong customer service focus and attention to detail
- Excellent written, verbal, and phone communication skills
- Great organizational skills
- Strong technology skills and proficiency in Microsoft 365 business suite applications
- Experience with data entry, recordkeeping, budgeting, and time management
- Ability to thrive in a collaborative, fast-paced, small office environment
- Positive, team-oriented, problem-solving mindset
- Willingness to take initiative and calculated risks
- Willingness to be cross trained across programs to assist when necessary

Ideal Qualifications

- Associate's or Bachelor's degree in communications, business, or related field a must; minor or coursework in sustainability a plus.
- At least three years' experience working in communications, marketing, business or administration

- Fundraising and event planning experience a plus
- Experience with Little Green Light or similar customer relationship management system preferred
- Organizational social media experience (Facebook and LinkedIn)
- Experience with Constant Contact, MailChimp and Canva preferred
- Interest in non-profit work encouraged and non-profit experience a plus
- Comfort in a busy office environment where you can wear multiple hats and multitask while still paying attention to details
- Valid driver's license and access to reliable transportation

Benefits Info: Wage range: \$21 to \$24 an hour depending on experience. 30 – 40 hours per week negotiable. Benefits include: simple IRA match, wellness bonus, generous time off, flexible schedule, and opportunity to grow.

To apply: Please send your cover letter and resume with a writing sample to denise@plymouthenergy.org. Applicants must be able to provide three professional references upon request. Review of applications will begin immediately and will continue until the successful candidate has been selected.

About PAREI

PAREI is a local non-profit focused on the environment, energy efficiency, local foods, and building sustainable communities in Central New Hampshire. PAREI is based in Plymouth, NH with over 22 years of experience installing solar and helping people improve the energy efficiency of their homes. It is also home to Local Foods Plymouth, an online weekly local products and farmers market celebrating 20 years and NH Solar Shares, community solar arrays for low-income households. Visit plymouthenergy.org for more information.

www.plymouthenergy.org