

**NOVEMBER 18, 2025
OPEN UNTIL FILLED**

EXECUTIVE ASSISTANT

Help local governments and nonprofits turn big ideas into real impact. Join a small, collaborative team improving people's lives, enriching communities, and protecting the environment across Northern California.

CONSEROSOLUTIONS

**231 G Street
Suite 21
Davis, CA 95616**



ABOUT CONSERO SOLUTIONS



Consero Solutions applies customized professional services to help clients move from idea to implementation – and build the internal organizational systems needed for exceptional performance and lasting impact. Our team delivers exceptional plans, projects, and programs through inclusive, organized, transparent processes. We analyze policy options, secure funding, design engagement strategies, incorporate community feedback to strengthen outcomes, and manage project and program implementation to achieve measurable results. With expertise in public administration, policy analysis, and financial management, Consero Solutions focuses primarily on assisting local governments and nonprofits achieve tangible, transformative community outcomes. We measure success by the value we create for our clients and the communities they serve. Consero Solutions' culture emphasizes learning, flexibility, and excellence. Our team supports one another, learns from every project, and strives to deliver exceptional work that is both practical and meaningful. We bring curiosity, integrity, and a sense of purpose to everything we do.



POLICY ANALYSIS. We work closely with clients to develop policy options to address complex local issues, including strategizing with key partners and policy experts.



PROJECT DEVELOPMENT AND IMPLEMENTATION. We help local organizations develop, fund, and complete plans, projects, and programs.



COMMUNITY ENGAGEMENT. We develop and implement community engagement strategies to help raise awareness and increase community involvement in projects or programs.



FUNDING RESEARCH AND STRATEGY. We work with local organizations to prioritize projects, research funding opportunities, and develop multi-year strategies to match priority projects to funding, including grants.



ORGANIZATION EVALUATION AND IMPROVEMENT. We help local agencies and nonprofits evaluate operations and identify opportunities to improve governance and management.



STATE AND FEDERAL ADVOCACY. We advise local organizations on opportunities to advocate for changes in state or federal laws, policies, regulations, or program guidelines.

ABOUT THE EXECUTIVE ASSISTANT POSITION

Consero Solutions is looking for a detail-oriented, proactive Executive Assistant who loves organizing, solving problems, and helping a fast-moving team deliver excellent work.

WHY THIS ROLE MATTERS

You'll provide administrative, operational, and project support to the President and Operations Coordinator, helping Consero Solutions advance its mission. Your work will directly strengthen our local government and nonprofit clients, resulting in successful environmental stewardship, climate resilience, community development, and capacity-building projects. You'll help the firm operate smoothly so the team can focus on client services.

WHAT YOU'LL DO

You'll prepare internal and client meeting agendas and materials, follow up on meeting action items (including summarizing meetings and entering tasks into Asana), master our project management software (Asana), digital file management (Dropbox), and budget tracking processes (Harvest), manage office operations, including equipment and supplies, and help with special projects aligned with your skills and interests.

WHAT MAKES THIS JOB GREAT

Mission-focused work: You'll see the direct impact of your work – whether that's seeing community feedback reflected in a final project, walking a trail you helped build, or helping clients implement streamlined back-office processes.

Small team environment: You'll help play a key role in Consero Solutions' strategic decisions. Your contributions are visible and valued, your work will never be siloed, and you have direct access to the President and Operations Coordinator for guidance and support.

Clear systems and standard operating procedures: You'll have a library of information at your fingertips to launch you successfully into your role.

Learning opportunities: Learn about California public policy, environmental and natural resources issues, government and nonprofit management organization, and how to implement projects from idea to implementation directly from the President, who has over 25 years of experience working in this field.



WHO WE'RE LOOKING FOR

If you enjoy creating structure and supporting high-impact work, this role may be a great fit. Our ideal candidate is:

- Highly organized, detail-oriented, and not afraid to ask questions for clarity
- Excellent writing and communication skills
- Professional, proactive, and adaptable to a fast-paced consulting environment where client needs, timelines, and priorities shift frequently
- Energized by challenge, thrives under pressure, and takes pride in exceptional work
- Tech savvy and comfortable using/learning tools like Asana, Dropbox, Harvest, and Zoom; interested in learning new tools and utilizing new functions to streamline workflows
- Excited to play a critical role in implementing complex public policy initiatives and local community projects that create meaningful, measurable impact
- Kind, trustworthy, and committed to helping other succeed
- Able to work independently and with a team

DESIRED COMPETENCIES AND EXPERIENCE

We welcome candidates from diverse backgrounds. Ideal candidates should have:

- 3-5 years of executive support experience or equivalent administrative experience in a professional setting; familiarity with office tools (printer, scanner, etc.)
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); familiarity with Harvest, Slack, Asana, Canva or other graphic design software
- Ability to maintain the confidentiality of sensitive employee and client information
- Project coordination or management experience in a consulting, government, nonprofit, or professional services setting

We encourage you to apply even if you don't meet every qualification.



COMPENSATION AND DETAILS

- Part-time, non-exempt position; 20-25 hours per week
- Occasional availability outside normal work hours may be needed
- \$30/hour to \$32/hour (dependent on education, experience, and skill)
- Paid vacation, sick time, and holidays
- Part-time roles (working under 30 hours per week) are not eligible for health, dental, vision, or retirement benefits under current company policy
- Flexible and predictable schedule



WORKING ENVIRONMENT AND CONDITIONS

- In-person in Davis, CA typically 3-4 days per week; e.g. between 9:00 AM – 2:00 PM, with flexibility
- Consero Solutions' office on G Street is a great place to work! Enjoy a modern, clean, comfortable office with natural light and a view of G Street's hustle and bustle. The office is a short walk from all the restaurants, cafés, and shops downtown Davis has to offer. You can walk, bike, or drive to work; a downtown parking pass provided by Consero Solutions.
- Work is primarily performed in an office environment during the normal work hours, Monday through Friday
- Work location is a second-floor office space accessible only by stairs. Reasonable accommodations available.



HOW TO APPLY

Submit a cover letter and resume to admin@conserosolutions.com in one .pdf document with the subject line format: [Last Name], [First Name] | Consero Solutions | Executive Assistant Application

Example: Smith, Sarah | Consero Solutions | Executive Assistant Application.pdf

As part of your cover letter, please include the following information in concise, specific, reflective paragraphs and/or bullet points:

- Please explain, with reference to Consero Solutions' mission, work, and approach, why you are interested in this position and how it aligns with your professional goals. Your response should be no more than 150–250 words within your cover letter.
- How have your past experiences prepared you to thrive in a professional environment that requires precision, rapid learning, adaptability, and consistently high-quality work in shifting and time-sensitive circumstances? Your response should be no more than 150–250 words within your cover letter.

USE OF ARTIFICIAL INTELLIGENCE

Applicants may utilize generative artificial intelligence (AI) tools for editing or refinement; however, applicants must ensure all examples, reflections, and assertions are factually accurate, are derived from the applicant's own experience, and reflect the applicant's voice. Consero Solutions will ask candidates to discuss their responses in detail during the interview process.

