



## **Executive Support Coordinator**

Help eliminate plastics from our planet! At CSI, we are on a mission to get all compostable materials into compost, not landfills. This will reduce our need for plastic and re-enrich our soil.

We are looking for an **Executive Support Coordinator** to join our passionate team and help us make a difference!

### **Responsibilities**

- Assist the Executive Director in administrative tasks, correspondence, sales support, and scheduling.
- Maintain records and documentation related to compostable material certifications and member companies.
- Provide sales and customer support to member companies, addressing inquiries, onboarding, qualification, concerns, and requests promptly.
- Coordinate logistics for the supply of approved compostable materials to composters.
- Help organize events, workshops, and meetings to facilitate collaboration among composters and business members.
- Assist in maintaining the organization's online presence and communication channels.
- Assist with managing the essential office support and systems to operate the organization.
- Support the Executive Director in special projects and initiatives as needed.

### **Our Ideal Candidate has**

- Advanced Excel or Google Spreadsheet knowledge.
- 5+ years of work experience.
- Proven success and grit, showing initiative and exceptional ability to solve complex challenges and overcome obstacles.
- A great passion and commitment to eliminate plastic waste and improve the health of our planet.

### **How to Apply**

To help us make this happen, send your resume and cover letter to

[jobs@elevatepackaging.com](mailto:jobs@elevatepackaging.com)

CSI is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

If you are passionate about making a difference and have the skills to support our mission, we would love to hear from you. Join us in making the world a better place, one compost pile at a time!