



November 2025

HIRING: Assistant to the President

Job Type: Full Time

Start Date: 2 January 2026

Application Deadline: 30 November 2025

Experience Level: Entry level

The [Institute for Governance & Sustainable Development \(IGSD\)](#) seeks an Assistant to the President to provide support to IGSD's President, Durwood Zaelke. The Assistant also handles a wide range of support for other IGSD staff. The ideal candidate is highly self-motivated, professional, able to manage multiple deadlines and prioritize tasks in a high-pressure but rewarding environment. This position is based in Washington, D.C.

IGSD is a 501(c)(3) organization whose mission is to build resilience by accelerating fast climate mitigation actions to slow near-term warming and self-reinforcing climate feedbacks, avoid catastrophic climate and societal tipping points, and limit global temperature to 1.5°C—or at least keep this temperature guardrail in sight. These strategies include cutting climate “super pollutants” such as methane and protecting and enhancing carbon sinks. Fast mitigation strategies are essential to limiting warming and must complement long-term decarbonization and carbon-removal efforts.

Experience & skills:

Minimum Qualifications

- Demonstrated commitment to climate and environmental progress, and strong interest in working in non-profit, non-governmental organizations.
- Excellent writing, communication, research, and editing skills.
- Proficiency in Microsoft Office, Adobe, Dropbox, and Zoom.
- Ability to multitask, work independently, and meet deadlines in a fast-paced environment.
- High level of interpersonal skills to work effectively with executive professionals and to handle sensitive and confidential information and situations.
- Strong attention to detail and time management skills.
- Availability to arrange necessary logistics outside of general office hours.
- 0-3 years of work experience.
- Bachelor's degree or equivalent professional experience.

About the role

Responsibilities will include:

- Maintaining the President's schedule and activities
- Monitoring the President's correspondence to ensure timely action and response

- Preparing relevant documents for all the President's meetings
- Arranging travel logistics for the President, IGSD staff, and consultants
- Handling general virtual office logistics
- Setting up video conferences for the President and for IGSD staff and consultants
- Assist with IGSD's off-site meetings and workshops

Work must be performed in or near **Washington, DC**.

IGSD is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Salary & Benefits

Competitive salary. Benefits include fully paid medical, dental, and vision insurance, 401k, and a generous vacation policy.

Apply

To apply, please send a resume and cover letter to info@igsd.org.

IGSD is looking for a candidate with availability for training beginning 2 January. Applications will be considered before 30 November 2025.