



Restore Mass Ave

Friends working together to re-green Embassy Row

WE'RE HIRING

Executive Assistant

Part-time • Paid • Washington, DC (Embassy Row)

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WHO WE ARE

Restore Mass Ave (RMA) is a small, volunteer-run nonprofit restoring the tree canopy and historic landscape of Embassy Row — the two miles of Massachusetts Avenue NW from Wisconsin Avenue to Dupont Circle, and likely the last true “Grand Avenue” in the United States.

Over 18 years we've arranged the planting of hundreds of trees toward our goal of full canopy, and our program works to sustain mature trees, control stormwater, provide shade, and support wildlife along this historic route.

As we near our 20th year, RMA is growing beyond an all-volunteer model. We're looking for “next gen” skills to help extend relationships, refresh our expertise, and bring more professional administration to the organization.

THE ROLE

RMA seeks an Executive Assistant who is knowledgeable about DC trees and landscape and has a track record in nonprofit administration. We're looking for someone who can visit RMA's project area on Embassy Row to view the trees and engage with local owners, while also improving RMA's internal administration.

The position is part-time; weekend hours are fine, though some meetings may fall during M–F working hours. We strongly prefer candidates who can easily visit our project route (Massachusetts Avenue NW, Dupont Circle to Wisconsin Avenue). Our office is near Mass Ave and California Street; monthly Board meetings are held by Zoom.

RESPONSIBILITIES

External

- Represent RMA on tree and landscape issues along the Avenue, as desired and agreed. Many owners prefer to raise issues with a knowledgeable RMA representative, so we're looking for an EA who knows enough about DC trees, regulations, and tree care to help directly or find the right help — and to build good relations along the way. The CEO is the group's main expert and will guide the EA in this role.
- Support RMA's network with clear messaging: emails and brief letters with embassies and others, and scheduling follow-up with a Board member or others, to build continuity and effective relationships.
- Help organize occasional small events hosted by RMA, such as public tree tours or Treekeeping sessions — Board members arrange these, but EA support improves outreach and outcomes.

Internal

- Schedule and circulate materials for monthly Board meetings; attend virtually or in person; take brief minutes and circulate them.
- Manage the Board Action List and Program/Project Tracker, following up as needed.
- Research grants and assist with applications and reporting.
- Support donor engagement by coordinating year-end fundraising drives and assisting with RMA events.

REQUIREMENTS

- Outgoing, takes initiative, good communicator, clear writer.
- Practical about project arrangements, logistics, and team assignments.
- Good at meeting summaries, spreadsheets, and follow-up.
- Recent track record in nonprofit administration, including accounting.
- Able to work independently and consistently.

PREFERRED

- International background and/or professional interest.
- Experience with social media (Mailchimp, Canva, Instagram, X). Social media isn't required for this role, but candidates are welcome to share examples.

OPPORTUNITIES

- Meet important stakeholders — build relationships with embassies, US neighbors, foresters, and urban planners. The President is often RMA's representative, but the EA can be just as much the voice and face of RMA.
- Engage with Washington DC history — RMA's 20th anniversary in 2027 may build on our 2026 Sheridan Circle initiatives, featuring the cultural history of the Grand Avenue, from L'Enfant's city layout to the City Beautiful movement and the Gilded Age mansions.
- **Main opportunity:** meet a lot of great people and have fun in one of the most beautiful public spaces in the nation's capital.

TIME COMMITMENT	LOCATION	HOW TO APPLY
About 12 hours/month, including a monthly Board meeting (3rd Monday, 5:30–6:45 pm, by Zoom). Some projects may take additional time, as agreed.	Must be able to visit Embassy Row (Mass Ave) easily. Meetings as needed at RMA HQ, 2500 Massachusetts Avenue NW, when in-person suits everyone.	Apply at <u>restoremassave.org/jobs</u> Questions: jobs.team@restoremassave.org

Diversity

RMA celebrates the rich diversity of Washington, DC. We are committed to listening to the experiences of all Washingtonians and to new perspectives that advance environmental sustainability and human dignity, in partnership with residents, community groups, embassies, and city government. RMA is an Equal Opportunity Employer and does not discriminate on the basis of race, ethnicity, gender, age, national origin, religion, sexual orientation, veteran status, disability, or any other protected class.

Thank you for your interest in greening Embassy Row to create a more sustainable city!