

Save-the-Redwoods League



EXECUTIVE ASSISTANT JOB DESCRIPTION SUMMARY REPORTS TO: EXECUTIVE DIRECTOR JANUARY, 2006

I. BASIC FUNCTION OR PURPOSE OF THE POSITION:

The Executive Assistant provides a variety of responsible, confidential and complex administrative and technical duties for the Executive Director (ED) and acts as a liaison with the Board of Directors (BOD), Board of Councillors, Staff and Members of the League. This is a full-time exempt position reporting to the Executive Director.

II. ESSENTIAL DUTIES AND FUNCTIONS OF THE JOB:

Executive Support

Manage the daily operations of the Executive Director's office including: proactively managing the ED's calendar; securing and scheduling appointments with public officials, potential donors, landowners, community members, and other public trusts; coordination of organization-wide calendars, meetings and projects; manage and draft correspondence and communications (including confidential information); handle mail, travel plans, expense reports; create, draft and produce materials for meeting preparation and presentations; record and produce meeting minutes; coordinate the production and transmittal of meeting materials and packages; file and data maintenance; provide leadership for the research, planning and implementation of special projects and events.

Board of Councillors and Board of Directors Relations

Assist the Executive Director in coordination and communication with the League's Board of Directors (BOD) and Board of Councillors. In conjunction with the Executive Director, plan and coordinate Board meetings and Annual Board and Councillor meetings and retreats including: initial location research; agenda and schedule preparation; communications; logistical support; vendor relations; materials and presentation preparation. Attend all BOD and Councillor Meetings record and prepare meeting minutes. Provide staff support for the Nominating and Board Affairs Committees. Maintain Director and Councillor files and contact information. Draft and prepare correspondence, including agendas, ballots, notices, binders, and minutes. Maintain Director and Councillor files, affiliations, and contact information and archival board materials. Provide leadership and coordination of special projects and events.

Work closely with the Development Director to increase the meaningful engagement of Councillors in League activities.

Administrative Support

Provide internal control function with office mail. Cross train in all administrative functions and on occasion provide back-up for office coordinator.

III. QUALIFICATIONS:

The candidate will engage proactively to maximize the effectiveness of the Executive Director and the League utilizing a high degree of discretion and excellent judgment. S/he should be capable of independently developing solutions, taking immediate action, balancing competing interests, seeing to every small detail, completing projects to the highest standards in a timely manner, and managing multiple projects with competing priorities.

The Executive Assistant must have superior interpersonal, oral and written communication skills and be able to publicly represent the League's mission and interests. S/he should have the judgment, discretion and finesse to consistently interact with senior management, Board Members and Councillors, public officials, potential donors, landowners, other community organizations and public trusts representing the needs of the Executive office.

Significant experience in event planning and project management at a quality level expected by League members, donors and the Board. S/he should have demonstrated capacity to influence and direct the action of those not reporting directly to them. Minimum seven years increasingly responsible experience providing executive support to top management position. BA or BS degree required. Ability to handle calmly and efficiently situations ranging from routine to highly complex. Excellent ability to work effectively with a diverse group of people at all levels.

Highly experienced user of office technology and information systems, Micro Soft Office suite including Access. Must have an excellent knowledge of business correspondence protocols with a high degree of accuracy.

A passion and desire to preserve the natural world.

IV. SUPERVISORY RESPONSIBILITIES:

Consulting professionals