



**Title:** Executive Support Specialist

**Date:** May 10, 2017

**Reports to:** Co-CEO

**Salary:** \$15.38 - \$17.31

**Location:** Durango, CO

**Status:** Full-time, non-exempt, 40 hours/week

**Benefit Eligible:** Full per Policies

**Summary:**

The Executive Administrator is a full time position that provides support to the Conservation Legacy support team, especially the Co-CEOs. The Executive Support Specialist will be a liaison with the Conservation Legacy and SIEC Boards of Directors, will help with program reporting and data management, help with logistics for staff gatherings and Support Office staff, help with the organization and management of all-staff resources and help with collecting and managing organizational awards and award nominations. The Executive Support Specialist will provide support primarily to staff in Durango but may also assist staff based in other Conservation Legacy Offices.

**Essential Responsibilities and Functions:**

- Serve as Board Liaison for Conservation Legacy and SIEC Boards of Directors.
- Prepare board packets, manage board contacts, schedule meetings, take meeting notes, and update Board orientation materials
- Work with organizational database to help programs run reports, collect data for AmeriCorps programming and for regular reporting needs
- Work with staff to compile quarterly strategic plan objective report
- Help with the logistics, planning and implementation of the annual Conservation Legacy Board of Directors' retreat, All-Staff Gathering, and other events as needed.
- Design and implement organizational resources on SharePoint for all organizational staff around development, agreements and other activity as needed.
- Assist with tracking of Conservation Legacy alumni.
- Serve as a main contact for programs during the processing and collection of award nominations.
- Manage all-staff pro-deals, SWAG and other recognitions.
- Help with other duties as assigned including the management of mail, credit cards, scheduling and others.
- Other duties as assigned by supervisor.

**Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Executive Support Specialist is required to sit, stand, walk, speak and hear. The Executive Support Specialist may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Executive Support Specialist may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

**Qualifications:**

- Experience with Office 365 and SharePoint (or other cloud based user systems), preferably at the admin level
- Very knowledgeable with Office suite software
- Ability to manage and balance multiple priorities while keeping one's self accountable
- Experience working with people who have a wide range of backgrounds and experience
- Previous experience managing details and keeping track of data in multiple systems at a time
- Outstanding organizational and time management skills, and ability to prioritize while driving results.
- Self-motivated, trustworthy, decisive and able to work independently
- Flexible, adaptable and capable of working in a fluid, changing environment
- Experience communicating with different styles and adapting to those styles needs
- Valid driver's license, insurable driving record and acceptable criminal history check

To Apply: Please send a cover letter and resume to [amy@conservationlegacy.org](mailto:amy@conservationlegacy.org).  
Open until filled.