

# Staff Position Description

MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

**Title:** Executive Assistant

**Reports to:** Chief Executive Officer

**Starting Salary:** \$48,679-56,400 per year. The annual starting salary range for this position will be in the \$48,679 to \$56,400 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

**Location:** Fully Remote

**Status:** Full-Time, Exempt, Regular

**Benefits:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

**Summary:** The Executive Assistant is a full-time position that provides support to the Conservation Legacy CEO and Board of Directors. This position is responsible for coordinating board and leadership schedules, meetings, and priorities. This position performs a wide variety of administrative tasks in support of the organization's CEO and provides support for organizational events the CEO is responsible for managing including board meetings and staff gatherings. This position is expected to maintain the confidentiality of sensitive information.

## Essential Responsibilities and Functions:

### Executive Support

- Point of contact for the CEO to internal and external constituents, colleagues, partners, and others, as requested by CEO.
- Coordinate executive communications including taking calls, responding to emails, preparing formal correspondence for signature, etc.
- Maintain to-do list to ensure projects progress and are completed by Executive Staff & Board of Directors; assign work to other staff as needed and follows up on results.
- Support of leadership meetings including: scheduling meetings, taking minutes, and monitoring follow-up.  
Provides input into the organization budget for executive support and identifies board specific budget needs.
- Manages administrative needs of CEO, and other leadership staff as needed, including calendar and receipt management.

### Governance Support

- Provide primary staff support for the Conservation Legacy Board and its Executive Committee.
- Facilitate communication between the Board, CEO, and other staff, as appropriate.

- Responsible for logistical aspects for meetings, virtual and on-site.
- Responsible for assembly and distribution of agendas, meeting materials, and logistical information to Board members.
- Take accurate meeting minutes for multiple re-occurring meetings; create follow-up lists from meetings and monitor completion of items.
- Provide logistical and administrative support for consultants and others participating in Board and committee meetings and activities.
- Serve as a liaison for all staff to CEO, Leadership Team supporting their work as possible through administrative guidance and recommendations on policies and practices.

### **Event Planning**

- Provide event planning and logistical support for major organizational events including Board of Directors' retreats, Leadership Meetings, and other retreats and events as directed by the CEO.
- Establish and maintain relationships with vendors and venues
- Coordinate travel arrangements for the CEO, Leadership Team, and CL Board of Directors for these events including air, hotel, and ground transportation services as needed.
- Coordinate meals, lodging assignments, technology and other needs of large and all-staff meetings as they arise.

### **Office Operations**

- Responsible for office management tasks as assigned
- Responsible for special orders applicable to CEO & Board of Directors.
- Assists with ad-hoc projects for the National Leadership Team.
- Manage accountability of consultants used for the Board or Executive staff.

### **Other Duties**

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential harassment or grievances within the organization as identified in the Personnel Policy Manual.

### **Physical Requirements**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions.*

### **Minimum Qualifications**

- Bachelor's Degree.
- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.

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- Experience with influencing diverse groups of employees to achieve common goals.
- Minimum of 2 years of experience serving in an administrative position
- The ability to achieve goals/tasks within tight timelines, work with a variety of personalities, agencies and internal/external role levels.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms
- Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.

#### **Preferred Qualifications**

- Experience with executive-level responsibilities and event planning & logistics.
- 5+ years of experience working as an Executive Assistant
- Prior experience working with a Board of Directors

**To Apply:** Send Cover letter and resume to [allison@conservationlegacy.org](mailto:allison@conservationlegacy.org). Subject line in this email must include "Applicant". Open until filled.

Cover Letter must include a response to the following question: ***Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.***

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.