



**EXECUTIVE ASSISTANT
JOB DESCRIPTION
REPORTS TO: EXECUTIVE DIRECTOR
FEBRUARY, 2009**

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 staff, 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, contracts, invoices, 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; library, archive, file and data management and maintenance; provide leadership for the research, planning and implementation of special projects and events. Work closely with the Development Director to increase the meaningful engagement of donors in the Executive Director's portfolio.

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, contact information, website and archival board materials. Draft and prepare correspondence, including agendas, newsletters, surveys, ballots, notices, binders, and minutes. Provide leadership and coordination of special projects and events.

Administrative Support

Cross train in all administrative functions and on occasion provide back-up for office manager.

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, sensitivity, discretion and finesse to consistently interact with staff, 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 five 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, MicroSoft Office suite, including SharePoint. 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

V. WORKING CONDITIONS/PHYSICAL EFFORT:

Occasional travel predominantly within California. Some weekend and evening responsibilities. Valid driver's license and safe driving record. Regularly sits at a desk or computer workstation. Actively utilizes computers, telephones and other office equipment. Frequently moves about the office to collaborate with colleagues. Occasionally required to hike through forest land while working off-site, including walking on uneven ground, climbing over obstacles, and accessing remote locations. Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds.

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.