



Executive Assistant

Job Summary:

The Executive Assistant plays a critical role in supporting the general operational and administrative priorities of the organization, assisting the President/CEO and the Executive Leadership Team, overseeing office management, supporting the coordination of events/activities as needed, and coordinating efforts between the President/CEO and the Board of Trustees. The ideal candidate is highly self-motivated, well-organized, a strong communicator, and understands the needs of a fast-paced non-profit.

Essential Duties & Responsibilities:

- + Supports administrative needs of President/CEO and Executive Management team as required.
- + Acts as point of contact, when needed, between President/CEO and internal/external demands.
- + Undertakes the tasks of receiving calls, taking messages, and routing correspondence. Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information, initiating telecommunications.
- + Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- + Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- + Maintains confidence and protects operations by keeping information confidential.
- + In conjunction with other leaders, prepares reports by collecting and analyzing information.
- + Provides historical reference by developing and utilizing filing and retrieval systems, recording meeting discussions.
- + Maintains office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, evaluating new office products, placing and expediting orders for supplies, verifying receipt of supplies.
- + Maintains the cleanliness and order of the office space with coordination of cleaning crew.
- + Coordinates and supports all communications and logistics related to The Board, board meetings, and committee meetings.
- + Responsible for management of office organizational needs, including: resources, vendors, technology, troubleshooting, maintenance/repairs, postal needs, & supplies.
- + Primary point person for general tel/email correspondence.

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- + Provide logistical support for development activities and fundraising events (and other public programs) when “all hands on deck” support is needed.
- + Other duties as requested by President/CEO.

Qualifications:

- + A Bachelor’s Degree or equivalent is desired
- + 3-5 years nonprofit experience
- + Exceptional organizational skills are a must
- + Strong written and verbal communication skills
- + Able to pinpoint problems AND suggest solutions
- + An entrepreneurial work ethic and a desire to “get the job done”
- + Team-player who is collaborative, positive, and supportive
- + Ability to prioritize, multi-task, and follow through with minimal direction
- + Willingness to contribute ideas, even among senior staff and board members
- + Expertise using Microsoft Office (Word, Excel, PowerPoint, Outlook)
- + Interest and commitment to enhancing the effectiveness of Crystal Cove Conservancy
- + Experience with CRM software (like Little Green Light, Salesforce.org, or Raiser’s Edge) a plus
- + Experience with marketing software (like Constant Contact) a plus
- + Some knowledge in IT, computer support, and operations, preferred

Status:

Full-time, 40 hours per week.

Compensation:

\$28.85 - \$36 depending on experience

Reports to:

President/CEO

Location:

In office at Crystal Cove State Park Historic District.

Physical Requirements:

Due to the location of The Conservancy and CCMC’s offices, this is a position that requires certain physical abilities. Special accommodations will be made if needed.

Crystal Cove Conservancy provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, age, disability, gender identity, gender expression, or genetics. Members of groups that have faced historic barriers to environmental access are highly encouraged to apply.

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