



Executive Assistant for Save the Redwoods League

Ever dream of ditching the grind of the corporate world and digging into meaningful work at a non-profit that matches your passion and values? Are you bright, enthusiastic and committed to making a difference in our environment?

Sam Hodder, President/CEO, is seeking that indispensable, right hand person to ensure his ability to efficiently lead this extraordinary organization. In addition to having the required high-level/complex administrative skills, the ideal **Executive Assistant** will have extraordinary people skills and professional intuition to interact with the Board of Directors, national figures, public officials, the media, invaluable donors, land owners, other public trusts and last but not least, our great staff.

For over 100 years, Save the Redwoods League has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. Save the Redwoods League is committed to fostering an inclusive work environment that is imbued with care, trust, humility, candor, self-awareness, and constant learning so that staff and Board and Council leaders of all identities can thrive within our organizational ecosystem. To learn more about us, go to www.SaveTheRedwoods.org.

We provide excellent benefits including paid vacation, sick time, medical, dental, transit benefits, life insurance and a generous 401K!

ESSENTIAL DUTIES AND FUNCTIONS:

Executive Support

- Manages the daily operations of the President/CEO's office; engages proactively and exercises independent judgment to maximize the effectiveness and efficiency of the executive function
- Keeps current on the League's activities in order to enhance CEO's support effectiveness
- Manages the President/CEO's calendar and appointments
- Monitors and supports implementation of CEO task list
- Manages and drafts correspondence and communications (including confidential information)
- Monitors and manages President/CEO's email in-box; processes mail, contracts and invoices for which the President/CEO is responsible; makes travel arrangements; processes expense reports
- Produces materials for President/CEO meetings and presentations
- Collaborates with Development team to coordinate donor events, visits, meetings, and related travel
- Prioritizes requests for engagement with and from the President/CEO

Board of Directors, Council, Governance Committee, and Leadership Team Relations

- Assists the President/CEO in coordination and communication with the League's Board of Directors (Board), Council and Honorary Councilors
- Supports Board and Council member and committee service engagement and participation in League events and activities

- Provides administrative and logistical support for Board and Council meeting preparation, implementation, and follow up
- Leads planning, production and follow-up for the business meeting portion of the Council Annual Meeting, including agenda and schedule preparation, meeting materials, presentations, and talking points; records and follows-up; assists the Annual Meeting event planning team lead with logistical planning and production of the meeting
- Supports the Governance Committee, including administrative and logistical support of meetings, tracking director and councilor recruitment; maintains records and facilitates the annual processes related to the Committee's Charter
- Assists in maintaining Director and Councilor files, contact information in database and Outlook, and website information
- Prepares, edits, assists in the drafting and distribution of correspondence from the President/CEO, including e-newsletters, surveys, annual Council election ballots, Board meeting notices, meeting packets, minutes, and electronic written consents
- Supports onboarding of new Councilors and Directors; prepares handbooks for and scheduling of orientations; processes administrative paperwork
- Serves as lead project and production manager for other special projects and events of the Board and Council, as assigned

Other Administrative Support

- Provides regular back-up coverage for office administration duties in coordination with the League's Operations team
- Cross trains on office administration functions; maintains knowledge of current office protocols and procedures to support back-up coverage effectiveness
- Assists in training new staff on scheduling and interfacing with President/CEO
- Assists other departments with mailings, projects and events as time permits

QUALIFICATIONS:

- A passion for the mission of Save the Redwoods League
- Minimum of five years' experience providing high-level executive support to top management position
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable
- Experience in business meeting planning and production
- Extensive experience using office equipment, computers and information systems
- Highly skilled in the use of Microsoft Office 365, particularly Outlook Calendaring and Tasking, SharePoint and Teams; Phantom FoxIt and Adobe Acrobat Pro; Zoom, Teams Video Chat; GoToMeeting, and other video conferencing software; MS Access a plus
- Excellent judgment and proven ability to independently develop solutions, take immediate action, manage multiple projects with competing priorities, and complete them in a timely manner
- Strong customer service orientation and the high degree of discretion, sensitivity, and diplomacy required to represent the executive office and the League's mission and interests to internal and external stakeholders
- Superior interpersonal, oral and written communication skills; excellent knowledge of business writing and correspondence protocols and a high degree of accuracy
- Demonstrated capacity to tactfully and collaboratively influence and direct the action of members of a broad organizational team
- Ability to calmly and efficiently handle situations ranging from routine to highly complex

WORKING CONDITIONS/PHYSICAL EFFORT:

- Occasional travel via auto or (rarely) air, 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
- Regularly walks on uneven ground during off-site activities
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds

TO BE CONSIDERED:

Email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to: Jobs@SaveTheRedwoods.org with the subject heading "Executive Assistant."

NO CALLS PLEASE . . . we are busy protecting redwoods. *Thank You!*

Save the Redwoods League is an Equal Opportunity Employer

Fluent English speakers who are bi-or multi-lingual, including indigenous language speakers, are encouraged to apply.