



## Executive Assistant

Are you passionate about conservation and are inspired by the beauty of our natural world and our majestic redwood forests? Ever dream of using your talents in working at a non-profit that matches your passion and values? This is an opportunity to join one of the most successful land trusts in the country, Save the Redwoods League, and to protect and care for our spectacular redwood forests for the benefit of all.

As our **Executive Assistant (EA)**, you will play a critical role in ensuring that the President & CEO (CEO) and the Chief Operating Officer (COO) have a high level of administrative support and will be integral to sustaining effective coordination and communication flow between the members of the League's Leadership Team at large. The EA is further responsible for performing a variety of confidential and complex administrative and technical duties in support of specific projects and key priorities.

**Compensation for this San Francisco Bay Area-based position: \$87,500 to \$90,000**

***We provide excellent benefits including paid vacation, sick time, medical, dental, vision, online tele-therapy, health advocacy and employee assistance programs, life insurance, and a generous 401k match!***

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. To learn more about us, go to [www.SaveTheRedwoods.org](http://www.SaveTheRedwoods.org).

### **RESPONSIBILITIES:**

#### ***President & Chief Executive Officer Support:***

- Manages the daily operations of the CEO's office, including:
  - Proactively manages the CEO's calendar; secures and schedules internal and external appointments
  - Monitors and supports implementation of task list; processes expense reports; monitors and manages emails
  - Manages and drafts correspondence and communications
  - Processes mail, contracts and invoices for which the President/CEO is responsible
  - Makes travel arrangements
  - Produces materials for CEO meetings and presentations
- Keeps current on the League's activities in order to enhance CEO support effectiveness
- Collaborates with Development team to coordinate donor events, visits, meetings, and related travel; provides meeting support and set up
- Judiciously, strategically prioritize requests for engagement with and from the CEO

#### ***Chief Operating Officer Support:***

- Manages the daily operations of the COO's office, including:
  - Proactively manages the COO's calendar; secures appointments with staff and other external parties
  - Makes travel arrangements
  - Prepares meeting agendas/materials; provides reports; creates presentations, takes and prepares meeting minutes; provides meeting support and set up
  - Drafts correspondence and other communications
  - Helps with vendor/consultant/contractor research
  - Manages contract routing; processes incoming mail and invoices; compiles expense reports
- Helps support the COO with internal committees and related projects
- Helps support the annual planning process and other organization-wide initiatives
- Coordinates and plans staff events, speaker series, and other meetings and events, as assigned

***Other Administrative Support:***

- Provides support to Leadership Team members and committees
- Provides 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 the CEO and COO
- Assists other departments with mailings, projects and events, as assigned

**QUALIFICATIONS:**

- A passion for the mission of Save the Redwoods League
- Minimum of three years' experience providing high-level executive support
- Highly skilled in the use of Microsoft Office 365, Outlook Calendaring and Tasking, SharePoint, Teams; Phantom FoxIt and Adobe Acrobat Pro; Teams Video Chat, Zoom; GoToMeeting, and other video conferencing software; proficiency with MS Access and SurveyMonkey or similar surveying software a plus
- Strong customer service orientation, organization and the high degree of discretion, accuracy, sensitivity, diplomacy and finesse required to represent the needs of the executive office and the League's mission and interests to internal and external stakeholders, including the Leadership Team and all staff, Directors, Councilors, public officials, potential donors, landowners, conservation partners, other community organizations and the public
- Excellent independent judgment to develop solutions, take immediate action, manage multiple projects with competing priorities and complete them to the highest standards in a timely manner to maximize the effectiveness and efficiency of the executive function
- Must be able to maintain a high degree of confidentiality
- Experience with calendar management and ability to proactively plan for meetings, events and projects
- Superior interpersonal, oral and written communication skills; excellent knowledge of business writing and correspondence protocols and a high degree of accuracy
- Experience in business meeting planning and production
- Event planning experience a plus
- Ability to calmly and efficiently handle situations ranging from routine to highly complex
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities

**WORKING CONDITIONS:**

- Occasional travel via auto or (rarely) air, predominantly within California
- Some weekend and evening responsibilities
- Valid driver's license and safe driving record
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds

**TO BE CONSIDERED:**

Please email your resume and a cover letter addressing why you are a great fit for this role to: [Jobs@SaveTheRedwoods.org](mailto:Jobs@SaveTheRedwoods.org) with "***Executive Assistant***" in the subject line.

*NO CALLS PLEASE... we are busy protecting redwoods. THANK YOU!*

*Save the Redwoods League is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply. Learn more about our [Diversity, Equity, and Inclusion](#) initiatives.*