JOB TITLE: Executive Assistant
LOCATION: San Francisco, CA
SUPERVISOR: President & CEO
TYPE OF POSITION: Full time, exempt

SUMMARY OF POSITION
Supporting the top executive of a renowned, nearly 100-year-old environmental nonprofit would put you in the center of some exciting and impactful work. Yosemite Conservancy inspires people to support projects and programs that preserve Yosemite National Park and enrich the visitor experience. Thanks to generous donors, the Conservancy has provided over $125 million in grants to the park to restore trails and habitat, protect wildlife, provide educational programs, and more. The Conservancy’s guided adventures, volunteer opportunities, wilderness services and bookstores help visitors of all ages connect with Yosemite. To learn more about us, go to: Yosemite.org.

As the Executive Assistant (EA) to the President & Chief Executive Officer (CEO), you provide skilled administrative and clerical support to the CEO, the Board of Trustees and other leadership staff. The EA uses considerable tact, diplomacy, discretion and judgment as s/he is exposed to sensitive—often confidential—information and facilitates communication on behalf of the CEO both within and outside of the organization. A positive problem-solver, the EA has responsibility for special projects, supporting board meetings, preparing board packets, and may follow up on projects assigned to managers by the CEO. The EA has excellent communications and organizational skills, works well under the excitement of demanding deadlines and multiple concurrent projects, and has a commitment to preserving Yosemite.

MAIN RESPONSIBILITIES YOU WOULD HAVE
The EA works closely with the CEO and also provides support to the Board of Trustees, and Executive and Management Teams. The EA:

1. Provides administrative support to the CEO including:
   - Help expedite the flow of work through the CEO’s office
   - Coordinate the schedule of the CEO and make arrangements for meetings and out of area travel
   - Compose and/or edit and send out professional quality letters, emails, memos and other communications as needed that are harmonious with the mission of Yosemite Conservancy
   - Aid in tracking and processing monthly expense reports for CEO
   - Coordinate donor, partner and other meetings for the CEO including providing and arranging materials, lodging, meals, equipment and other needs for on-site meetings
• Assist in monitoring CEO’s voicemail including transcribing messages, and other communications for the CEO
• Assist in regular communications from the CEO to staff, board, partners and others
• Provide cross-department support to other staff of the Yosemite Conservancy
• Maintain board and council files, contact information, website and archival board materials
• Other tasks as may be determined in consultation with the CEO.

2. **Provides administrative support to the Board and Council including:**
   • Communicate with the Board of Trustees and Council Members on behalf of the CEO as needed
   • Assist in scheduling board meetings, board retreats, board events and board committee meetings including arranging for meeting locations, lodging, meals, call in numbers and video conferencing websites, reminders and follow-up
   • Assist in compiling, preparing and sending and/or emailing board packets as approved by the CEO including tracking and capturing relevant Yosemite media coverage
   • Prepare materials for and organize logistics including food and beverages for board meetings
   • Type up minutes, manage board rosters, committee lists, and keep binders up to date
   • Provide staff support for the Governance and Engagement Committee
   • Research and order Council Member logo wear
   • Other tasks as may be determined in consultation with the CEO.

3. **Provides administrative support to Executive and Management Teams including:**
   • Assist the COO and CFO with administrative duties and mailings
   • Calendar weekly Management Team meetings
   • Schedule and attend Management Team meetings, including arranging for call in numbers and video conferencing websites, reminders and follow-up
   • Gather agenda items for Management Team meetings and take/distribute notes from the meetings
   • Schedule Management Team retreat including arranging for meeting locations, meals, call in numbers and video conferencing websites, reminders and follow-up
   • Compile quarterly updates from Management Team
   • Assist members of Yosemite Conservancy Management Team with special projects as needed
   • Assist new Executive and Management team members in acclimating to Yosemite Conservancy systems
   • Other tasks as may be determined in consultation with the CEO.
QUALIFICATIONS

• Possession of a four-year college degree or equivalent
• Minimum five years’ experience as a senior-level executive assistant and development staff person, or equivalent experience
• Superior interpersonal, oral and written communication skills to publicly represent the President & CEO, the Conservancy’s mission and interests
• Abilities as a flexible team player who enjoys working with a diverse range of people—all levels of Yosemite Conservancy staff, Board of Trustees, government officials, and partner organizations
• A high degree of discretion and excellent judgment
• Excellent attention to detail and quality
• Ability to set and meet deadlines, and manage multiple tasks simultaneously
• Capable of independently developing solutions, taking immediate action
• Demonstrated capacity to positively influence and engage the action of others
• Proficiency with Microsoft Office 365, Adobe Acrobat Pro, WordPress
• Raisers Edge database and Zoom experience a plus
• Valid driver’s license and safe driving record
• Sense of humor, and
• Demonstrated commitment to conservation.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

• Regularly sits or stands at a desk; utilizes computers, telephones and other office equipment
• Travels to Yosemite National Park 2-3 times a year for meetings
• Travels to Los Angeles area once a year for meetings
• Occasionally walks/hikes on uneven ground
• Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds
• Periodic weekend and evening responsibilities

BENEFITS:

• Amazing job satisfaction – protecting and preserving Yosemite
• Competitive compensation
• Medical, Vision, Dental, 401k, generous paid time off, professional education
• A wonderful team of co-workers.

TO APPLY:

Qualified candidates are invited to email a resume, cover letter and salary expectations to: yosemiteconservancy@gmail.com. Please indicate in the subject line: “Executive Assistant.”