
YOSEMITE CONSERVANCY

JOB DESCRIPTION



JOB TITLE: Executive Assistant
LOCATION: San Francisco, CA

SUMMARY OF RESPONSIBILITIES

Reporting directly to the President & Chief Executive Officer (CEO), the Executive Assistant (EA) provides skilled administrative and clerical support to the President and 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.

SPECIFIC RESPONSIBILITIES

The EA works closely with the President & 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 as well as 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 of board minutes and related materials;
- 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;
- 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;

- Possesses 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;
- Proficient with Microsoft Office 365, Adobe Acrobat Pro, WordPress;
- Raisers Edge database and Zoom experience a plus;
- Sense of humor, and,
- Demonstrated commitment to conservation.

ABOUT YOSEMITE CONSERVANCY

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. Learn more: yosemite.org or 1-415-434-1782.