



YOSEMITE
CONSERVANCY

Executive Assistant

Position type: Regular (exempt) full time

Reports to: Chief Executive Officer

Location: San Francisco Bay Area

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. This position works closely with all members of the development team, Conservancy and Yosemite National Park leadership and colleagues based in San Francisco and Yosemite.

Who We Are

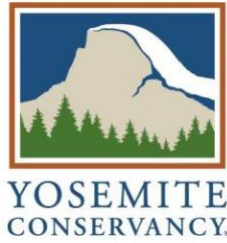
We're passionate about Yosemite — and about helping people connect with, learn about, support and take care of the park. As a member of the Conservancy team, you'll be making a difference for Yosemite every day. As the non-profit foundation for Yosemite National Park, we work together to inspire donors, support enriching visitor programs and services and fund projects that protect wildlife, restore trails and habitat, advance scientific research and enrich the visitor experience for all.

What You'll Do

The EA works closely with the President & CEO and 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;



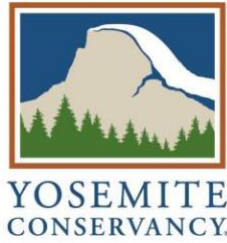
- Coordinate donor, partner and other meetings for the CEO including providing and arranging materials, lodging, meals, equipment and other needs for on-site meetings;
- Assist in monitoring CEO's voicemail including transcribing messages, and other communications for the CEO;
- Assist in regular communications 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;
- Draft minutes, manage board rosters, committee lists, and keep files and the Council intranet Portal up-to-date with board minutes and related materials;
- Provide staff support for the Governance and Engagement Committee;
- Serve as San Francisco office manager to coordinate support functions, including employee office access cards, audio visual conferencing equipment operation, and building safety.
- 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.

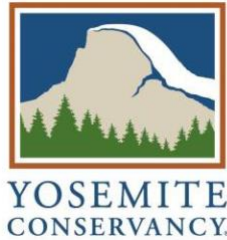
Qualifications / Keys to Success

Hard Skills

- Minimum three to five years' experience as a senior-level executive assistant and development staff person, or equivalent experience;
- Possesses a high degree of discretion and excellent judgment;
- 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;
- Exceptional attention to detail, quality, and time-management, budget and organizational skills;
- Proficient with Microsoft Office, Outlook, Teams, Zoom, Adobe Acrobat Pro, and WordPress;
- Raisers Edge database experience a plus.

Soft Skills

- 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;
- Knowledge of and interest in Yosemite National Park;
- Demonstrated commitment to conservation;
- Commitment to the mission, values, goals, and success of Yosemite Conservancy;
- Sense of humor and positive attitude and a warm friendly manner to all colleagues, Yosemite Conservancy supporters and members of the public;



- Willingness to work evenings and weekends in support of events, occasionally in Yosemite National Park or other locations outside the San Francisco Bay Area.

The following is a plus, but not a requirement:

- Possession of a four-year college degree or equivalent.

Working Conditions

- Primarily desk-/computer-based, with regular meetings (in person, or via video or phone).
- Travel to Yosemite several times a year for events, including weekend and evening hours and walking on uneven ground.
- Less frequent, occasional travel to events in locations other than Yosemite and the San Francisco Bay Area.
- Potential to lift, carry or otherwise move objects weighing up to 30 pounds.

What Else You Should Know

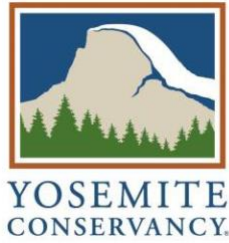
We value diversity among our staff just as we value it among park visitors. As such, Yosemite Conservancy is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team. We especially encourage people of color, LGBTQ people and people with disabilities to apply.

The position is full-time and with core work hours in the San Francisco Office on a hybrid work schedule. Occasional travel to Yosemite Park is expected to meet with park-based staff when it is safe to do so. As such, the role requires travel five to six times per year.

The salary for this position ranges from \$75,000 to \$80,000, with exact salary depending on experience.

We also offer excellent benefits, including:

- 11 annual holidays and 2 floating personal days
- 100% paid premiums for employee health insurance
- vision and dental insurance
- basic life insurance
- vacation and sick leave
- Retirement program with 7% contribution (following one year of employment)
- annual National Parks pass
- stipends to visit Yosemite National Park twice a year



COVID-19 update: Please be aware that Yosemite Conservancy currently requires all employees to be fully vaccinated against the COVID-19 virus as a condition of employment. Yosemite Conservancy will consider requests for medical or religious accommodation to this vaccination requirement during the recruiting process if such accommodation would permit the individual to perform the essential functions of the job.

How to Apply

To respond to this opportunity, please go to: <https://j.brt.mv/ATS/jb.do?reqGK=27673927>