



POSITION DESCRIPTION

JOB TITLE:	Executive Assistant
DEPARTMENT:	Executive
REPORTS TO:	President and VP Development
EFFECTIVE DATE:	December 2015

ORGANIZATION & PROGRAM BACKGROUND

ecoAmerica is a 501(c)(3) non-profit that uses consumer research and strategic partnerships to create large-scale engagement programs that build awareness, understanding and action for climate and sustainability solutions among mainstream Americans. Founded in 2006, we have a core expertise in consumer marketing and focus on building the base for climate and sustainability solutions by connecting them to the core values and day-to-day concerns of Americans. Further information on our organization and programs is available at www.ecoamerica.org.

POSITION SUMMARY

The Executive Assistant (EA) has primary responsibility for providing high-level administrative support to the President (75%) and the VP Development (25%) including schedules, travel, meetings, agendas, calendar, database, research, correspondence and other communications. S/he collaborates with all senior staff to coordinate Executive Management Team (EMT) activities. The successful EA will demonstrate a high level of organizational and interpersonal skills, as well as thrive in a fast-paced and entrepreneurial environment, be highly proactive, extremely organized and diplomatic yet assertive in dealing with others.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General duties. Manage and execute all administrative tasks required to efficiently and effectively support the President and VP Development. Interface with other department staff to carry out President's business requests. Deliver timely reminders to President concerning meetings, deadlines and other commitments.

Scheduling and calendar management. Solicit and review meeting requests, prioritize appointments, and coordinate scheduling with internal and external parties. Identify and reserve meeting space and arrange off-site meeting locations. Regularly review scheduled meetings, re-evaluate priorities, and modify previous scheduled appointments. Update multiple calendars on multiple systems. Consistently monitor email and other communications to ensure that all scheduling is coordinated, logistics confirmed, and appropriate parties

informed. Ensure the President's schedule is followed and respected. Provide calendar reporting.

Travel planning and expense reporting. Arrange complex and detailed travel plans, travel documents, and itineraries. Research and present airline, hotel, and other travel options. Maintain and organize paper and electronic receipts. Complete travel expense reports for the President and VP Development.

Correspondence management. Open, sort, and distribute President's mail. Answer President's calls, review voicemails, and prepare message notes. Review and draft President's written correspondence. Maintain confidentiality of all personnel, board of directors, donor and additional leadership matters.

Meetings and Presentations. Greet President's visitors and ensure meeting rooms and video and voice communications are prepped. Compile support documents for internal and external meetings including research briefs, presentations and reports for the President and the VP Development. Organize President's correspondence, presentations, and meeting notes. Maintain records of President's speaking engagements and participation in conferences and external events.

Information and records management. Maintain data integrity of network/development database (Salesforce) through timely and accurate data entry. Maintain board, leadership and funder contact info and distribution lists. Maintain all governing and board policy documents including handbook, confidentiality and conflict of interest agreements, and orientation guides.

QUALIFICATIONS, KNOWLEDGE SKILLS:

- Bachelor's degree and minimum of 5 years of executive assistant experience supporting and/or serving as an assistant to executive level staff.
- Exemplary scheduling and organizational skills, including the ability to independently manage multiple projects simultaneously within competing time and other criteria.
- Effective communication both orally and in writing, including demonstrated proficiency in grammar, editing and proofreading.
- Excellent interpersonal skills and ability to build and manage relationships with staff, Boards of Directors, government officials, and senior professionals and executives.
- Ability to maintain strict confidentiality and discretion.
- Ability to deliver high quality work, quickly, in a dynamic organization under time pressure.
- Assertive, creative & collaborative to anticipate and resolve challenges and business needs.
- Knowledge of and proficiency with Apple operating systems, Microsoft Office Suite, Google Docs and calendars, Salesforce and social media.
- Must work with a positive, flexible attitude, and be able to support multiple managers with sometimes conflicting demands
- Commitment to climate and environmental solutions and ecoAmerica's mission.

ADA SPECIFICATIONS

This position is largely sedentary in nature however one must possess the ability to speak, hear, and write as well as the ability to use a computer and related software programs, and lift up to 20 lbs. Local and/or national travel periodically required.

EQUAL EMPLOYMENT OPPORTUNITY

ecoAmerica provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ecoAmerica complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

ecoAmerica expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of ecoAmerica's employees to perform their job duties may result in discipline up to and including discharge.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.