POSITION TITLE: Executive Assistant

POSITION OVERVIEW: The Executive Assistant will provide direct support, and report to, the Executive Director. Primary duties include coordinating the activities of the Board of Directors and assisting the Management Team. Key attributes include the ability to set priorities, manage multiple activities, adaptability and flexibility. A strong commitment to Island Conservation's mission, impeccable integrity, a keen sense of humor, and a strong commitment to teamwork required.

RESPONSIBILITIES:

1. Keeping track of and organizing the activities of the Executive Director:
   a. Scheduling activities and meetings.
   b. Making travel arrangements.
   c. Supporting donor cultivation and stewardship tasks
2. Serving as Board of Directors liaison: organizing meetings, providing communications, staffing committees, taking minutes and providing material support throughout the meeting process.
3. Support and coordination of all Management Team weekly and quarterly meetings.
4. Proofing and formatting documents for both internal and external distribution.

QUALIFICATIONS:

- Bachelor's degree.
- Excellent organizational skills, the ability to both work independently and take direction from others, the ability to solve problems with limited supervision, and the ability to prioritize and meet deadlines.
- Knowledge of and ability to communicate complex environmental issues in plain English.
- Experience in not-for-profits, fundraising and philanthropy.
- Excellent written and spoken English language skills.
- The ability to edit the writing of others for grammar, clarity and tone.
- Advanced computer skills including experience with Word, Excel, Windows, Outlook, Salesforce, One Note, Photoshop, Skype and Acrobat
- Willingness and ability to work long hours as required.
- Valid Driver's License.

DESIRABLE QUALIFICATIONS

- Foreign language skills (French, Spanish)

This is full time position will full benefits. Salary commensurate with experience.