

March 2021

Job Opening
ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

Do you know how to provide essential behind-the-scenes support to a busy executive? The Emerald Necklace Conservancy seeks a skilled administrative professional to support our President as she works to increase public awareness of Boston's historic Emerald Necklace park system.

Founded in 1998, the Conservancy is a nonprofit organization whose mission is to restore and improve this 1,100 acre linear park system, which connects 13 diverse neighborhoods from the Back Bay through the Fenway and on to Brookline, Jamaica Plain Roxbury, Dorchester and Mattapan. Discover more at www.emeraldnecklace.org.

OVERVIEW

Reporting to the President, the **Administrative Assistant** will be charged with providing her broad administrative support, managing a complex Zoom, in-person and phone schedule; helping prepare for meetings of the Board of Directors and its committees; and supporting staff and office management duties. Currently, staff primarily work remotely. In the future, staff will resume operations from Conservancy offices at 350 The Jamaica way across the street from Jamaica Pond.

RESPONSIBILITIES:

Executive Support

- Manage the President's complex phone, Zoom and in-person schedule that includes scheduling and coordinating internal and external meetings, ENC events, public activities, etc. Review with the President her daily calendar, anticipating and resolving potential scheduling and travel issues.
- Work with other staff on the timely preparation/assembly of materials and deliverables for internal and external meetings, Zoom calls, Board reports and special events.
- Assist the President in preparing/carrying out visits and other fundraising/public events.
- Accompany the President to designated meetings (e.g. *strategic planning, Olmsted Bicentennial, TDC financial planning, Muddy River Restoration, Charlesgate, etc.*); take notes and provide updates/requests to other staff as necessary.
- Prepare, draft and/or edit a variety of routine correspondence and email for the President.
- Work with the President to ensure all staff performance evaluations are scheduled and completed.
- Pass on to the appropriate staff person tasks delegated by the President.
- Handle routine inquiries or requests that come to the President, professionally preparing appropriate responses (*email, phone, written correspondence*).
- Assist in the review and proofreading of meeting agendas, lists of participants/guests, donor names/addresses, etc.
- Develop, maintain and update electronic and paper filing systems for the President.

- Track, compile and process expense reports, credit card expenses and reimbursements.
- Set up, confirm and revise event registrations and travel arrangements as necessary.
- Assist with the President's social media accounts (*Twitter, Instagram, Facebook, LinkedIn*).

Board of Directors Support

- Help schedule and send invites/reminders for meetings of the full Board of Directors, various Board committees, and other committees (e.g. Park Advisors, etc.).
- Serve as point of contact for Board members on routine matters.
- Coordinate Board meeting logistics, including venue, catering, equipment needs, etc.
- Prepare and proofread materials for full Board of Director and other committee meetings.
- Take meeting minutes as designated.

Staff & Office Management

- Schedule and provide logistical support for staff meetings.
- Help oversee the smooth operation of the Curley House office, ordering and stocking supplies; serving as liaison to IT service providers (*computers, photocopier, phones, etc.*) and cleaners; and ensuring that health/safety and security protocols are followed.
- Facilitate and organize the use of Asana and/or other productivity/project management applications.
- Manage Zoom accounts daily to ensure no host overlaps.
- Coordinate staff trainings, retreats and related activities.
- Serve as liaison between President and staff on routine administrative and programmatic matters promoting effective communication and coordination.

QUALIFICATIONS

The successful Administrative Assistant will demonstrate an ability to stay organized while supporting the President in a fast-paced and dynamic environment. The incumbent will be eager to work in a mission-focused non-profit organization and to seek maximum impact from limited resources, and will have the following:

- 2-4 years' administrative supportive experience, ideally supporting the work of senior-level staff.
- Experience with nonprofit organizations and boards of directors preferred.
- Bachelor's degree or work experience in lieu of college degree required.
- Excellent executive support skills, including the ability to manage complex and frequently changing calendars and activities.
- Ability to demonstrate diplomacy and tact when interacting with staff and a wide range of external stakeholders.
- Strong project management skills, excellent in managing shifting timelines and priorities, able to accurately and thoroughly follow-through, able to manage multiple projects and meet deadlines.
- Strong Microsoft Office (*Outlook, Word, Excel, PowerPoint*) skills required; familiarity with Zoom, Asana and/or Raiser's Edge strongly preferred.
- Ability to accomplish tasks while maintaining a positive and professional attitude.
- Strong ability to work proactively and take initiative.
- Ability to handle confidential information.

ADDITIONAL INFORMATION

- This is a full-time position beginning at the successful candidate's earliest availability.
- Occasional evening and weekend hours required, with prior notice.
- Salary range: Low \$40,000s.
- Competitive benefits.

TO APPLY

Please send a cover letter and resume before Friday, April 16 to: hr@emeraldnecklace.org. Applications will be reviewed on a rolling basis.

Emerald Necklace Conservancy is an equal opportunity employer and seeks to recruit a diverse staff that reflects the communities served by the Emerald Necklace.