



The Emerald Necklace Conservancy – a nonprofit organization dedicated to stewarding and improving for all the 1,100 acre linear park system in the heart of Boston connecting 13 diverse neighborhoods – seeks an energetic, outgoing and self-motivated professional to help staff its Shattuck Visitor Center, located in the Back Bay Fens.

September 2021

TITLE: Administrative Assistant to the President
DEPARTMENT: Executive
REPORTS TO: President

POSITION OVERVIEW: Provide diverse administrative and organizational support to the President, Board of Directors and staff in alignment with Conservancy goals, procedures and values.

POSITION STATUS: Full-Time, Non-Exempt, Available Immediately

RESPONSIBILITIES:

Executive Support

- Provide administrative support to the President, managing a complex schedule to coordinate internal and external meetings, ENC events, public activities, etc.
- Review with the President the daily calendar, anticipating and resolving potential scheduling and travel issues.
- Manage the President's incoming email, sorting messages by importance and flagging high-priority emails.
- 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 the preparation and execution of donor 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 and Human Resources to ensure staff performance evaluations are scheduled and completed.
- Communicate and coordinate with ENC staff and partners tasks delegated and requested by the President, following up as necessary.
- Handle routine inquiries or requests that come to the President, 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 the President's expense reports, credit card expenses and reimbursements in a timely and accurate manner.
- Set up, confirm, and revise event registrations and travel arrangements as necessary.
- Manage the President's social media accounts (Twitter, Instagram, Facebook, LinkedIn) as designated.

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 and distribute meeting minutes as assigned.
- Staff and 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 and Teams accounts to ensure no hosting 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.
- Perform other duties as directed or as needed.

QUALIFICATIONS:

Experience:

- 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 equivalent work experience preferred.

Skills:

- Excellent executive support skills, including the ability to manage complex and frequently changing calendars and activities.
- Ability to demonstrate diplomacy and tact with staff, internal and external stakeholders and partners and to discreetly handle confidential information.
- 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 work occasional evenings and weekends.

Physical Requirements:

- *Must be able to provide proof of COVID-19 vaccination from an immunization source showing date(s) the vaccine was administered.*
- Must be comfortable being outdoors and working outdoors on occasion.

TO APPLY:

Submit a cover letter and resume to hr@emeraldnecklace.org with the subject "Administrative/Executive Assistant."

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