

California State Parks Foundation Job Description

Title: Executive Assistant
Reports to: Executive Director
Date: May 2017

California State Parks Foundation (CSPF) is a member-supported nonprofit dedicated to protecting, improving and advocating for all of California's state parks. With our community of supporters, we deliver innovative solutions for an excellent parks system by facilitating park improvements, inspiring stewardship, supporting partners, advocating for sound policies, and connecting people to parks. Together we ensure that the natural beauty, rich culture and history, and recreational and educational opportunities of our 280 state parks are available for all to enjoy now and for generations to come.

Job Description:

The Executive Assistant supports the Executive Director and is the point person for Board relations including planning and managing meetings, maintaining and monitoring follow-up lists, writing and filing board minutes and reports, and implementing technology and business best practices to streamline procedures and workflow. This position reports to the Executive Director.

Responsibilities:

- Primary contact for scheduling appointments and receiving phone calls on behalf of the Executive Director. Manage Executive Director's schedule, optimizing for efficiency. A key part of this function is scheduling with outside partners and funders in conjunction with the development and program staff.
- Provide preparation materials and details for all of the Executive Director's meetings and travel.
- Board of Directors support and board meeting preparation:
 - Develop and maintain an excellent relationship and good communications with board members.
 - Maintain current and accurate board information, e.g. contact list, bios etc.
 - Logistics for meetings (four times annually), including hotel reservations, meals, arrangements and directions for board members, reserving auto visual equipment as necessary, and organizing potential field trips to local state parks.
 - Prior to each meeting, in coordination with the Executive Director, organize and prepare board agenda and board docket.
 - Support board committees staffed by the Executive Director and maintain committee records. Collect board committee reports produced by other senior staff.
 - During board meetings serve as principal organizational contact, record and edit board meeting minutes, and handle any last-minute details.
 - Maintain electronic and paper filing system of all board meeting documents.
 - Design, implement and manage a system for timely follow-up of decisions taken at board and board committee meetings to advance the work of the board.
- Assist with office management tasks as needed.
- Other duties as assigned.

Qualifications

- Minimum of 5 years' experience as an Executive Assistant or equivalent position.
- AA degree required, Bachelor's degree preferred.
- Highly organized and detail-oriented.
- Problem solving skills and diplomacy.
- Good judgment and ability to maintain confidentiality.
- Able to creatively apply technological tools for best practices.
- Proficient in Microsoft Office and PC technology.
- Raiser's Edge and Salesforce competency desired.
- Able to work with minimum supervision.
- Excellent written and verbal skills.
- Commitment to the California State Parks Foundation mission.

To Apply

Email your letter of interest and resume in PDF format to jerry@calparks.org and include Executive Assistant in the subject line.

The California State Parks Foundation is an Equal Opportunity Employer. Qualified applicants with arrest and conviction records will be considered for the position in accordance with San Francisco Fair Chance Ordinance, Police Code, Article 49.