

# Riverkeeper, Inc.

## Executive Assistant

### Background

Riverkeeper is member-supported watchdog organization dedicated to defending the Hudson River and its tributaries and protecting the drinking water supply of nine million New York City and Hudson Valley residents. For more information, visit [www.riverkeeper.org](http://www.riverkeeper.org).

### Position Overview

The Executive Assistant will provide administrative support to the President of the organization. Responsibilities include scheduling meetings (Board of Directors, donors and partners), making travel arrangements, preparing reports, handling staff, media, and information requests, preparing correspondence, receiving visitors, arranging conference calls and performing other clerical functions. Strong computer and internet research skills are required. The position calls for flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well at all levels of the organization.

### Responsibilities

- Manage and maintain executive calendar.
- Provide telephone coverage – answer executive phone calls, take accurate messages, know executive calendar at all times, handle urgent calls with appropriate judgment.
- Prepare memos, letters, and other documents, using word processing, spreadsheet, or presentation software.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- File and retrieve corporate documents, records, and reports.
- Prepare responses to correspondence containing routine inquiries.
- Arrange group meetings – schedule meetings with all parties, book meeting rooms & call-in numbers, arrange special meeting facilities (food, PC projector, etc), send meeting confirmation e-mails, prepare & distribute meeting materials.
- Handle business travel – book travel arrangements, coordinate out-of-town meeting schedule, prepare travel & expense reports.
- Work on special projects at the request of the Executive Director and/or senior management, including collecting information, responding to requests, obtaining service, etc.
- Miscellaneous support: prepare copies, handle faxes, and maintain orderly, fully-functioning work area for executive.
- Handle confidential and non-routine information.
- Other duties as assigned or needed.

The listed responsibilities are intended to describe the essential functions of the position. They are not an exhaustive list of all job duties, responsibilities, and requirements.

## **Desired Skills and Traits**

- Proficiency in MS Office
- Excellent communication and organizational skills
- High level of interpersonal skills
- Ability to handle sensitive and confidential situations.
- Ability to act independently, tactfully, diplomatically and professionally at all times
- Strong attention to details
- Strong time management and ability to manage own time along with the time of others
- Superb problem solving and project management skills
- Excellent writing, communication, and proofreading skills
- Excellent active listening skills, giving full attention to what other people are saying, taking time to understand the points being made and asking questions as appropriate
- Enthusiastic, positive team player with a great sense of humor, dependable, and collaborative
- Demonstrated interest in environmental issues
- A minimum of two plus years' administrative assistant experience in a fast-paced environment

## **Working Relationship**

The Executive Assistant will report to Riverkeeper's President. The Executive Assistant will support the staff of Riverkeeper in their relationship with the Executive Office.

## **Location**

Riverkeeper is located in Ossining, New York. The office is accessible by public transportation.

## **Compensation and Benefits**

Salary is competitive and based on experience. Full time (37 1/2 hours/week); must be flexible to work some nights and occasional weekends. Riverkeeper offers health, dental, life and disability coverage plus vacation, sick and personal days.

## **To Apply**

Please submit your resume, cover letter, and a writing sample between 1-2 pages to [personnel@riverkeeper.org](mailto:personnel@riverkeeper.org) NO LATER THAN FEBRUARY 6<sup>TH</sup>, 2015. Please write: EXECUTIVE ASSISTANT in the subject line. Phone calls and faxes will not be accepted.

Riverkeeper is AA/EEO employer.

People of diverse backgrounds are encouraged to apply.