

# **Riverkeeper, Inc.**

## **Executive Assistant**

### **Background**

Established in 1966, Riverkeeper is an independent, member supported environmental organization whose mission is to protect the environmental, recreational, and commercial integrity of the Hudson River and its tributaries, and to safeguard the drinking water supply of nine million New Yorkers. For more information, visit [www.riverkeeper.org](http://www.riverkeeper.org).

### **Position Overview**

Riverkeeper seeks an Executive Assistant to provide administrative and organizational support to the President of the organization. The Executive Assistant will serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Office, and collaborate across the organization in order to manage calendars, meeting preparation, and special projects for the President. The Executive Assistant is responsible for identifying and managing critical issues requiring immediate attention and ensuring effective day-to-day operations of the Executive Office.

The successful candidate will enjoy working within a fast-paced, mission-driven organization. Ideal candidates are highly organized, detail-oriented, have excellent interpersonal skills, are capable of tackling multiple projects at a time, possess strong written and verbal communication skills, and have the ability to work well at all levels of the organization. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### **Responsibilities**

- Manage an extremely active calendar of appointments for President; keeping appointments and meetings on time or changing schedules when necessary;
- Serve as frontline representative for President, creating an excellent first impression of the organization and executive office as the first point of contact for a wide variety of relationships including: internal colleagues, donors, partners, board members, advisors, elected officials, and potential partners;
- Assist with event planning for Board meetings, all staff meetings, and smaller meetings with both internal and external parties, including: schedule meetings, book meeting rooms and call-in numbers, arrange special meeting facilities (food, projector, etc), send meeting confirmation e-mails, prepare & distribute meeting materials, etc;

- With the President and Board Chair, support the planning, meeting arrangements, material preparation, execution (including minute-taking) and follow up for periodic board meetings and board committee meetings. Form excellent relationships with board members and other volunteer leaders, as someone they are comfortable with and can rely on;
- Provide telephone coverage – answer executive phone calls, take accurate messages, handle urgent calls with appropriate judgment;
- Research, prioritize and follow up on incoming issues and concerns addressed to the President, determining appropriate course of action, referral or response;
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service and response;
- Draft correspondence and documents, edit materials, and initiate communication on a variety of platforms;
- Attend select meetings, taking notes, capturing action items, and ensuring follow through;
- Assemble expense, credit card, time allocation and lobbying reports for President;
- Handle business travel for President: book travel arrangements, coordinate out-of-town meeting schedule, prepare travel and expense reports, as needed;
- Ensure various administrative tasks are done in an effective and efficient manner, including copying, scanning, reviewing outside mail, etc;
- Establish and maintain filing system for Executive office;
- Schedule weekly senior staff meetings and monthly staff meetings; work with senior staff to create agendas;
- Work on special projects at the request of the President;
- 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.*

## **Qualifications**

- Bachelor's degree or equivalent experience to equate to the degree;
- 3+ years demonstrated experience in the following areas is recommended: executive management support, operations and/or communications;
- Excellent relationship builder, able to communicate with firmness and warmth, and to demonstrate a high level of tact, discretion, humility, and diplomacy with all internal and external stakeholders. Must also demonstrate ability to maintain confidential/sensitive information;
- Self-directed and able to work independently; resourceful, strategic problem-solving ability with a positive attitude;
- Meticulous about details and follow-up; subscribes to the belief that no task is too big or too small;

- Self-aware with a high EQ; able to navigate a complex organizational culture and manage a diverse set of personalities and professional personas in pursuit of getting the job done;
- Superb communication skills (oral and written) with a confident, concise, clear and compelling style;
- Skilled in all aspects of planning and project management, able to take an idea from concept to completion;
- Excellent planning, organization and coordination skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Excellent time-management skills, including the ability to manage one's own time along with the time of others;
- Enthusiastic, team player with a great sense of humor, dependable, and collaborative;
- Highly proficient in Microsoft Office Suite and Google platforms;
- Interest in environmental issues.

### **Location**

Riverkeeper is based in Ossining, New York, with additional offices in White Plains and Kingston. This position will be located in the Ossining office, which is accessible by public transportation.

### **Compensation and Benefits**

This is a band 6 position. Compensation is commensurate with experience ranging from \$55,000 to \$65,000. This position is full time (37.5 hours/week) and must be flexible to work some nights and occasional weekends. Riverkeeper offers health, dental, life and disability coverage plus vacation, sick and personal days.

### **Application Procedure:**

Please submit your résumé and cover letter to [humanresources@riverkeeper.org](mailto:humanresources@riverkeeper.org). Please write 'Executive Assistant' in the subject line. Phone calls will not be accepted.

*Riverkeeper is AA/EEO employer.*

*People from diverse backgrounds are encouraged to apply.*