



## The Land Conservancy of San Luis Obispo County Executive Assistant Job Description

Position Type:	Office based, Full-Time (40 hours per week), Non-Exempt
Starting Pay Range:	\$22 to \$30 per hour depending on experience
Benefits:	Health insurance contribution, 401K match, Paid Time Off (PTO), paid holidays, and basic dental and vision plans

### Overview

The Land Conservancy of San Luis Obispo County is a local, private, non-profit land trust working to conserve and care for the diverse wildlands, farms, and ranches of the Central Coast. We connect people to the land and to each other. The organization strives to create a fun, inspiring, and family-friendly work environment with flexible work hours, a team-oriented structure, and good benefits.

The **Executive Assistant** (EA) supports the productivity, timely communication, and effective leadership of the Executive Director and other Director-level staff in a fast-paced, dynamic, and growing organization. With poise, sound judgment, and superb attention to detail, the EA helps to manage the day-to-day workflow of the Executive Director. This includes triaging requests, balancing conflicting priorities, meeting deadlines, and anticipating needs in service to the leadership staff. The EA also manages the Board of Trustee communications and meeting logistics, including all relevant committees.

The Executive Assistant's responsibilities are to: (1) manage the Executive Director's schedule and communications; (2) support board of trustees and the staff leadership team; and (3) maintain and elevate the responsiveness and professionalism of The Land Conservancy.

The EA will report directly to the Executive Director and works closely with the Deputy Director and all director and management-level staff.

### Essential Duties of the Job

#### Executive Director Support – 65%

1. Manage the Executive Director's communications including phone and email; respond to donors, funders, vendors, partners, staff, and other community leaders promptly and professionally.
2. Perform complex scheduling tasks and manage the Executive Director's calendar; draft agendas as needed.
3. Act as gatekeeper to the office of the Executive Director to minimize interruptions with lower-level matters.
4. Take notes at all director, staff and committee meetings, and follow up on action items.
5. Represent the Executive Director at both internal and external events as needed.
6. Attend external meetings to support the Executive Director in following up on projects, programs, and initiatives.

### **Special Executive Projects – 15%**

1. Plan/schedule/assist with strategic initiatives for the Executive Director.
2. Act as project manager to oversee implementation of new short- or long-term projects from the executive office (for example the strategic plan, annual plan, staff surveys, and the diversity, equity and inclusion plan, etc.).
3. Develop implementation plans for all business areas when needed (IT issues, office processes, etc.) in collaboration with the Operations and Finance Managers.
4. Manage executive office records; supervise and administer digital or paper records.
5. Prepare documents or presentations for various initiatives and projects.
6. Assist finance staff in the creation of the annual budget as needed.

### **Board of Trustees Coordination –10%**

1. Attend all board and applicable board committee meetings.
2. Prepare all board and executive committee meeting agendas and packets.
3. Record and transcribe all board and board committee meeting minutes for approval by the board.
4. Assist/direct board members with all inquiries.
5. Secure board meeting venues and schedule/plan/coordinate board events.
6. Maintains online board portal for board member access.
7. Manage and update the board trustee manual.

### **General Administration and Outreach - 10%**

1. Support the team of Directors in managing their communications and workflow as needed.
2. Execute high-level administrative tasks as assigned by the directors.
3. Assist with general office support by answering phones and greeting visitors; direct inquiries to appropriate staff on an as-needed basis.
4. Enter transactions into the donor database and fill in for segregation of duties for financial transactions as needed.

### **General Duties**

1. Regularly communicate needs with all Directors and Managers, balance demands of multiple tasks and projects.
2. Provide own transportation to Land Conservancy field and office facilities.
3. Be mindful of personnel policies and procedures.
4. Be respectful and professional; avoid behavior that would interfere with the work of others.
5. Maintain positive attitude.
6. Identify solutions to problems and challenges.
7. Maintain complete confidentiality and discretion at all times.
8. Be conscious of safety hazards and report issues to supervisor immediately.

### **Required Qualifications**

1. Bachelor's degree with four years' experience in executive office management, non-profit management, business management, office management or administration **OR** High School diploma with eight years' work experience in the above areas.
2. Two years of vocational or graduate school may be substituted for up to two years of required experience.

3. Superb written and verbal communication skills, and excellent organizational and time management skills, including the ability to organize and coordinate multiple projects and tasks at once.
4. Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge.
5. Experience with working effectively without close supervision and dealing with problems as they arise.
6. Willingness to work evenings and weekends and to travel occasionally. Must have a valid driver's license.
7. Extremely proficient with computer programs including Microsoft Word, Excel and Outlook, website applications, and other contemporary programs as may be necessary to successfully complete the job functions.
8. A mission-driven individual with a belief in, commitment to, and passion for the mission of The Land Conservancy.
9. Knowledge of the non-profit sector and/or SLO County conservation issues.
10. Adheres to the highest ethical standards, demonstrate empathetic disposition and perseverance, reflect optimistic and positive attitude.
11. A hard worker and self-starter with the ability to quickly create a positive network of relationships.
12. A person who is open to new ideas and maintains a positive work attitude on a consistent basis.

## Physical Job Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. "F" for frequently; "O" for occasionally; "N" for not at all.

### Physical

On the job the employee must:

- (O) Bend
- (F) Sit
- (O) Squat
- (O) Stand
- (O) Crawl
- (F) Walk
- (N) Climb
- (O) Push/Pull
- (O) Kneel
- (O) Handle objects
- (O) Reach above shoulder level
- (F) Use fine finger movements
- (O) Other: Operate power equip.

Must carry/lift loads of:

- (F) Light (up to 25lbs.)

(O) Moderate (25-50lbs.)

(O) Heavy (over 50lbs.)

### Mental

On the job the employee must be able to:

- (F) Read/comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze
- ( ) Other \_\_\_\_\_

### Environmental

On the job the employee:

- (N) Is exposed to excessive noise
- (O) Is around moving machinery
- (O) Is exposed to marked changes in temperature and/or humidity

- (O) Is exposed to dust, fumes, gases
- (O) Drives motorized equipment
- (O) Works in confined quarters

(N) Other: Works with chemicals including toxic glues and herbicides.

### **Standards of Performance**

The Executive Director, in accordance with the listed Job Functions, will evaluate performance at the first 90 days of employment, then on an annual basis thereafter. Evaluations will be conducted through a meeting with the Executive Director and will be documented. Informal meetings are encouraged throughout the year.

---

Employee Signature

---

Date

---

Employee Printed Name