**Sequoia Riverlands Trust**

**Senior Executive Assistant**

**POSITION OPENING**

Do you want to join a team that is leading a critically important organization for promoting responsible land use and conservation in Central California: Sequoia Riverlands Trust?

Do you have what it takes to help scale up an organization that delivers industry-leading sustainability outcomes, and that is a key asset to managing critical water and land resources for perpetuity?

In addition to the challenge of world-changing work, would you like to work with brilliant colleagues in a stimulating and supportive working environment? Interact with a board of directors that is staffed and led by some of the region’s strongest business leaders?

Sequoia Riverlands Trust seeks applications from proven and emerging professionals to provide advanced executive, administrative, and development support to the Executive Director, Leadership Team, and Board of Directors.

OVERVIEW

This position provides high-level executive, administrative, and development support to the Executive Director and the Sequoia Riverlands Trust Board of Directors, as well as the Executive Leadership Team. The Senior Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the office of the Executive Director. In support of the Executive Director, this position has significant interaction with Board and committee members, the Executive Leadership Team, and the Sequoia Riverlands Trust community.

ABOUT SEQUOIA RIVERLANDS TRUST

Sequoia Riverlands Trust is a regional nonprofit land trust focused on the Tulare Basin, which comprises the southern San Joaquin Valley and Sierra foothills of Kern, Kings, Tulare, and Fresno counties, with additional conservation projects in five other California counties. We are accredited by the Land Trust Alliance, and our mission to conserve the lands and waters of California’s heartland is supported by our ambitious programs in conservation easements (habitat and farmland), land stewardship, restoration, conservation outreach, and education.

We envision a future in which a network of protected natural and working lands thrives in the region we serve, with business, agriculture, and society aligned around sustainable land and water management practices.

ESSENTIAL FUNCTIONS

Management Support

• Responsible for initiating and monitoring all logistics, scheduling, record keeping and time management of the Executive Director’s office

• Ensures proper communications, resources, and administrative processes are in place and followed to support the strategic use of the Executive Director’s time and resources

• Maintain confidentiality and respond appropriately to sensitive and confidential matters of significance

• Exercise sound judgement in a variety of situations that support the strategic priorities of the Executive Director’s office

• Proactively anticipate the needs of the Executive Director to ensure information is shared quickly and professionally

• Identifies and analyzes problems, weighs the relevance and accuracy of information, evaluates alternative solutions, and makes recommendations

• Maintain financial records in the financial accounting database for areas for which the Senior Executive Assistant has responsibility

• Prepares, validates, and oversees the Executive office budget

• Be creative and enjoy working within an environment that is mission driven, results driven, and community oriented

Administrative Support

• Perform high-level administrative and support functions for the Executive Director

• Draft letters, reports, and other documents on behalf of the Executive Director

• Proof and edit writings prepared by the Executive Director

• Assist in maintaining the daily calendar of the Executive Director; maintain the general staff calendar

• Plan and coordinate all meetings and events organized by the Executive Director’s Office

• Maintain essential files for the Executive Director and the organization in both electronic and paper formats

• Receive and process phone calls, emails and written correspondences for the Executive Director and Board of Directors, including the main office phone line and the info@sequoiariverlands.org email address

• Maintain incoming check log

• Serve as the coordinator for special projects and events as assigned by the Executive Director

• Other duties as assigned by the Executive Director

Board of Directors Support and Liaison

• Serve as the Executive Director’s administrative liaison to the Board of Directors and manage all Board logistics to include:

 o Plan and coordinating quarterly Board meetings

 o Compile and assemble complex and detailed documents; distribute meeting materials

 o New Board member orientation

 o Coordinate Board member meals, lodging, and reimbursement requests

• Prepare correspondence and reports on behalf of the Executive Director for the Board of Directors, the Land Trust Alliance, and other key organizations

• Responsible for all correspondence and other forms of communication from the Executive Director’s office and the Sequoia Riverlands Trust Board of Directors

• Serve as the primary custodian of records for the Sequoia Riverlands Trust Board of Directors

Management Liaison

• Schedule and coordinate meetings/events of the Executive Leadership Team, Leadership Team, and the Staff

• Collaborate across boundaries to build strategic relationships and achieve common goals

• Assist in coordinating agendas for the Executive Leadership Team

• Prepare an account of meetings, documenting decisions and action items

• Participate as an adjunct member of the Executive Leadership Team

• Represent the Executive Director in designated meetings as required

SUPERVISION

The Senior Executive Assistant reports directly to the Executive Director.

REQUIRED SKILLS & ATTRIBUTES

• Associates Degree or higher

• Two years of experience in a similar or related position; or equivalent

• Experience with not-for-profit management and governance preferred

• Ability to work independently

• Demonstrated independent judgment in achieving assigned objectives

• Ability to read and interpret financial reports and legal documents

• Communication Skills

 o Strong verbal and written (drafting, proofreading, editing) skills.

 o Ability to respond to inquiries or complaints from guests, agencies, and members of the business community on behalf of the Executive Director

 o Ability to effectively present information to guests, clients, and employees of the organization

• Math Skills

 o Ability to utilize mathematical formulas, add, subtract, multiply, and divide

 o Ability to compute rates, ratios, percentages, and measurements

 o Ability to create and interpret a variety of graphical representations

• Able to define problems, collect data, and draw valid conclusions

• Proficient in computer skills including word processing, electronic mail, record keeping, spreadsheets, and routine database management, including Microsoft and Google Office suites

• Time Management

 o Ability to prioritize and organize daily activities

 o Ability to effectively handle multiple tasks at the same time

• Demonstrated skill with project/team management, including

 o Ability to establish rapport with variety of personalities among SRT staff, consultants/contractors, volunteers and other partners

 o Ability to organize information and schedules, and to juggle multiple projects

 o Ability to clearly communicate priorities and performance expectations to team members

• Ability to publicly represent SRT with external partners, including serving on external committees and boards as requested by the Executive Director/CEO

• Ability to collaborate to advance SRT’s mission and vision among a wide variety of internal and external stakeholders, including volunteers, agency personnel, clients, landowners, ranchers, consultants, and contractors.

• Professional experience writing and compiling reports, analyzing and summarizing data

• High degree of integrity and professionalism needed to maintain confidentiality of sensitive information

DESIRED SKILLS & ATTRIBUTES

• Experience working in diverse communities and cultural contexts

• Familiarity with spoken/written Spanish

PERFORMANCE/SUCCESS FACTORS

• Be punctual to work functions

• Work effectively as a member of a team

• Complete work in a timely, accurate, and thorough manner

• Perform routine duties with minimal supervision

• Comfort with oversight of work while in progress and upon completion

• Effectively represent the office of the Executive Director through example

• Strive for excellence in all tasks and/or duties.

• Commitment to operating within organizational policy and procedures

WORK SETTING AND CONDITIONS

The position is based at SRT’s headquarters in Visalia, California, a city of about 130,000 residents in the southern San Joaquin Valley. The region has a Mediterranean climate, with cool, moist winters and hot, dry summers. SRT’s preserves and conservation easements are distributed over nine counties, including lands in the foothills of the southern Sierra Nevada, San Joaquin Valley and in the Carrizo Plain area. The specific work conditions of this position are as follows:

• Well-lighted, heated, and air-conditioned indoor office with moderate noise

• Physical Demands

 o Ability to lift up to 10 pounds

 o Manual dexterity sufficient to reach and handle items, work with fingers and perceive attributes of objects and materials; ability to stand, walk, sit, and reach

• Light physical activity performing non-strenuous daily activities of an administrative nature, using close vision

• At times, be outdoors in all weather conditions

• Work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday with some additional hours including weekends

COMPENSATION

This position is on Band 2 of the SRT Pay Bands, with a pay rate between $22 and $28 per hour for new employees. Benefits include an employer matched retirement, health insurance program, and generous paid time off.

OTHER NOTES

• Candidates MUST be able to pass a background check

• Top candidates may be asked to provide samples of their work that demonstrate their ability to fulfill the requirements of this position

• The above statements are intended to describe the general nature performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all job duties performed by the personnel so classified. Management reserves to right to revise or amend duties at any time.

• Staff members are expected to consciously and continuously promote the mission, values, programs, and impact of the organization when presented with opportunities for participating in membership development and reaching out to personal connections on behalf of SRT.

HOW TO APPLY

Submit cover letter, resumé, and three references with “Senior Executive Assistant” in subject line to info@sequoiariverlands.org. Applications not following these instructions may not be considered.

For more information, please visit www.sequoiariverlands.org. Sequoia Riverlands Trust is an equal opportunity employer. Our practices support diversity, equity, and inclusiveness in our workforce.

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