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Executive Assistant

For Immediate Posting - 1/10/2018

Position Summary:

Perform administrative duties for the Executive Director with the specific interest in advancing the effectiveness of the Executive Director's position. This includes meeting and calendar management, coordination and arrangement of meetings, time and expense reporting, and correspondence. This is a salaried, full-time staff position that reports to the Executive Director and is based in our Mahwah, N.J., headquarters.

Responsibilities and Duties:

- Provide administrative support for the planning, organization, and implementation of the Centennial Campaign, a multi-year fundraising campaign currently in the planning phase, including:
 - donor correspondence and gift acknowledgements, special mailings, preparation of donor packets and proposals, and creation of reports and presentations;
 - implementation of campaign-related events, including contract review & routing, sending invitations, tracking RSVPs, preparing nametags, etc.;
 - facilitate the fundraising activities of campaign volunteer by providing clerical, record-keeping, and other administrative support for their prospect identification, cultivation, and solicitation efforts;
 - Assist development team to maintain an accurate report of campaign progress.
- Provide all administrative and operational support to the Executive Director including, but not limited to calendar management, correspondence, and organizing of meetings.
- Coordinate calendars and schedule meetings. Resolve scheduling conflicts as they arise and prioritize issues.
- Organize meetings to include conference room scheduling, ordering of meals, and materials needed for meetings.
- Assist with organization of the Board of Directors, including governance, scheduling meetings, drafting agendas and notes.
- Take minutes in committee meetings, type them, and follow-up with meeting participants, especially the Executive Director, on action items due
- Coordinate approvals form Executive Director for land transactions and acquisitions; maintain records.
- Review and coordinate the execution of contracts and agreements by Executive Director, as needed.
- Type and proof correspondence including letters, documents, emails, presentations and reports as requested or as circumstances dictate.
- Prepare for meetings and trips, including conducting research on meeting participant, preparing meeting briefs/itineraries, compiling materials for distribution and executing post-trip follow-ups.
- Screen calls and visitors wanting to speak/meet with the Executive Director
- Timely completion of time and expense reports for Executive Director
- Perform other related duties as requested or as responsibilities dictate

Qualifications:

- Bachelor's degree or an equivalent combination of education, training and experience
- 3+ year of administrative support experience, preferably in a not-for-profit organization
- Excellent written and verbal communication skills
- Strong organizational, skills, meticulous attention to detail and time management skills
- Ability to prioritize duties, juggle multiple tasks simultaneously, respond quickly to needed changes and adjustments, and deal with highly confidential information
- Flexibility with work hours to accommodate work with volunteers, outside of regular hours

- Professional demeanor and the ability to effectively represent the organization to its stakeholders with diplomacy and tact
- Strong proficiency in Microsoft programs, Outlook, Word, Excel and PowerPoint

Compensation & Benefits:

A full-time salary is anticipated to be in the \$35-\$45K range. The Trail Conference's current benefits include 9 paid holidays and 18 vacation days initially, 100% health care and 403(b) retirement contributions fully vested at 3 years. This position is exempt from overtime. Work hours are flexible to meet the job's needs.

Application:

To apply, please submit all of the following items via email attachments (start all attachment filenames with your last name) to erica@nynjtc.org Subject line: Executive Assistant: "Your Last Name"

1. Cover letter addressing experience and describing why you are a good fit for the position
2. Resume
3. Contact information for three professional references
4. Your salary requirements or history

No Calls Please. This position is available until filled. Check <https://www.nynjtc.org/job-openings> to determine if the position is filled. Candidate interviews will begin immediately and continue until an offer is made.

The New York-New Jersey Trail Conference is an Equal Opportunity Employer committed to diversity. We encourage applications from qualified candidates from all cultures, races, colors, religions, genders, national origins, age, disability status, sexual orientation, military or veterans status or other status protected by law.