



Summary

Founded in 1971, Save Mount Diablo (SMD), a 501(c)(3) tax exempt, California non-profit corporation, acquires and preserves land on and around Mount Diablo. Reporting directly to the Executive Director, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as a liaison on behalf of the Executive Director to the board of directors and senior management team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative, flexible and thrive in a fast-paced, dynamic environment and enjoy working within an environment that is mission-driven, results-driven and community oriented. The position requires the ability to exercise good judgement in a variety of situations, as well as, exceptional organizational, administrative, planning and communication skills. The Executive Assistant will have the ability to work independently and will also have the ability to foster teamwork and a collaborative environment.

Save Mount Diablo

1901 Olympic Blvd, Suite 320, Walnut Creek, CA 94596

Job Description: Executive Assistant

This is a fulltime, non-exempt position that reports to the Executive Director.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Support Executive Director in the daily activities of the Executive office completing a broad variety of administrative tasks including: managing an active calendar of appointments for the Executive Director; completing expense reports; time tracking; composing, preparing, proofreading, editing and formatting correspondence that is sometimes confidential; arranging travel plans
- Maintain confidentiality and use sensitivity, maturity and discretion in all aspects of the position
- Utilize polished professionalism and strong written, verbal and interpersonal communication skills while serving as a liaison on behalf of the Executive Director with Board members, donors, Foundation staff, and others
- Act within the appropriate scope of authority, manage special projects, coordinate planning and strategic conversations in service to organizational goals and annual plans
- Coordinate and attend Board & Executive Committee meetings (including assembling, distribution of board materials and record meeting minutes)
- Participate as an adjunct member of the Management team including assisting in scheduling meetings and attending meetings
- Work closely and effectively with the Executive Director to keep him/her well informed of upcoming commitments and responsibilities - act as a “barometer”, having a sense for the issues taking place in the environment and proactively escalate issues that require the immediate attention of the Executive Director and Management team
- Authorized and approved check signer
- Assist the Executive Director with a variety of collaborative and individual projects necessary to meet the overall organization goals and objectives and follow-through on projects to successful completion, often with deadline pressures
- Demonstrate organizational and planning skills while paying close attention to details
- Ability to use analytical thinking, able to manage multiple tasks efficiently, prioritize conflicting needs, handle matters expeditiously and proactively
- Provide leadership to build relationships crucial to the success of the organization, and manage a variety of special projects or events for the Executive Director, some of which may have organizational impact
- Occasionally attend SMD after hour & weekend special events and programs to provide administrative staff support
- Serve as a part of the organization’s community relations team.
- Other tasks as requested by the Executive Director



The ideal candidate will have the following experience and qualifications though we recognize that not every applicant will meet every criterion. If you think you have what it takes to succeed in this role, we want to hear from you!

- 5 or more years experience in Executive / Senior Administrative support, preferably in a non-profit organization
- Computer proficiency: Microsoft Office (Outlook, Word, Excel and Power Point), E-Tapestry (or other database)
- Proficient writing & proof reading skills
- Ability to be accurate and detailed in accomplishing a variety of daily tasks
- Pleasant telephone and reception skills
- Ability to maintain confidentiality
- Outgoing personality & sense of humor
- Appreciation of environmental issues
- Ability to work as part of a team in a small office
- Ability to work independently

Education

High school diploma required, but an associate's or bachelor's degree is preferred.

Essential Requirements

- Possess valid driver's license
- Daily access to a motor vehicle

Physical Demands

The employee is frequently required to sit. The employee is occasionally required to stand and must occasionally lift and/or move up to 25 pounds. Employee must be able to travel to external meetings and provide occasional physical set-up and breakdown of meetings/events. Employee must also be able to hike, occasionally in steep and/or rugged terrain and in inclement weather.

Salary Dependent on experience

Benefits Include Health, dental, vision, 403(b) retirement plan

To apply please send your:

- Cover letter
- Resume
- List of References

to jobs@savemountdiablo.org with your name in the subject line.