



## **JOB DESCRIPTION**

**POSITION TITLE: Executive Assistant**

**LEVEL: Hourly Non-Exempt**

**REPORTS TO: President**

### **Overview:**

The primary purpose of this position is to plan and organize the activities of the President and Vice President in ways that support their success and efficiency. This position requires an in-depth understanding of the various activities that happen on the Mountain, public contact, communication and problem solving to meet the organizational needs of the President and Vice President. The position supports the interface of both the President and Vice President with members of the Board of Directors, donors, organizational partners, visitors and VIPs. The position researches, drafts, edits, and formats documents on behalf of the President and Vice President to communicate their ideas, decisions, and agendas, and assimilates and analyzes printed and electronic files. This position utilizes various office equipment and relevant technologies to meet the organizational needs.

### **Primary Function:**

- This position is the first point of contact for the offices of the President and Vice President.
- Work effectively and efficiently in a dynamic and fast-paced work environment.
- Excellent written and verbal communication skills to communicate properly with a wide range of constituents and people from socioeconomic backgrounds.
- Coordinate events and meetings while maintaining and managing multiple calendars.
- Anticipate potential problems and takes initiative to resolve issues.
- Organize files and materials for the management team.
- Attention to detail is very important to insure efficiency of the park management.
- Attend meetings on behalf of the President and Vice President when they are not available.
- Exercise sound judgement and flexibility regarding interactions with a variety of individuals daily.
- Work collaboratively with management team.

### **Other Responsibilities:**

- Receptionist support for the Administrative Offices.
- Screen and respond to telephone calls and emails.
- Data Entry for donor database.
- Process donations and pledges and implement our tailored gift acknowledgment system.
- Knowledgeable in all aspects of the park.
- Any administrative jobs assigned to support the President and Vice President.

**Minimum Qualifications:**

High School Diploma and at least three years of progressively responsible administrative/office management experience; or graduation from a two-year secretarial science or business administration program and one year of experience as described above; or graduation from a four-year college or university, preferably with major emphasis on business administration or a related field; or an equivalent combination of both training and experience.

**Preferred Qualifications:**

- Passion, integrity, positive attitude, mission-driven and self-motivated.
- Proven ability to effectively prioritize and manage multiple tasks simultaneously.
- Experience managing complex projects and tasks with the flexibility to perform a wide variety of tasks.
- Enthusiasm for working as part of a team in a collaborative work environment.
- Microsoft Office Suite, database experience.

*To apply: Complete an application using the link below and attach your resume.*

[GMSF Application](#)