



Administrative Assistant: Executive Leadership Support

LEVEL: Full-Time, Hourly Non-Exempt

REPORTS TO: Director of Administrative Services

Summary of Position

The primary purpose of this position is to support the activities of the President and leadership team in ways that ensure 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 leadership team. The position supports the interface between the President and leadership with members of the Board of Directors, donors, organizational partners, visitors and VIPs. The position researches, drafts, edits, and formats documents to communicate the leadership team 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. In addition to executive support, this position also assists other administrative functions for the business office.

Key Responsibilities

- This position is the first point of contact for the offices of the President and Leadership team.
- Coordinate events and meetings while maintaining and managing multiple calendars.
- Organize files, enter data and prepare materials for the management team.
- Attend meetings on behalf of the leadership team when members are not available. Provide logistical support for Board meetings including preparing and distributing materials, providing technical and administrative support, providing follow-up support as needed.
- Work collaboratively with management team.
- Provide receptionist support for the Administrative Offices.
- Screen and respond to telephone calls and emails for the President.
- Support fundraising activities primarily for the President and for Leadership team members on an as-needed basis.
- Provide support for the implementation of mailings.
- Any administrative jobs assigned to support the organization and leadership team.
- Supports the administrative office team with day-to-day office duties such as printing copies, sending/receiving documents, shredding documents, answering telephone calls and helping with special projects.
- Knowledgeable in all aspects of the park.

Work Style and Professional Presence

- 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.
- Anticipate potential problems and take initiative to resolve issues.
- Attention to detail is very important to insure efficiency of the park management.
- Exercise sound judgement and flexibility regarding interactions with a variety of individuals daily.
- Emotional maturity, an amiable disposition and demonstrates self-confidence.
- An ability to inspire, motivate and effectively articulate the needs of this organization.
- Imparts credibility, trust, enthusiasm, and integrity.

Qualifications

- 3 years related administration support experience, or a combination of education and experience, with significant focus on organization and coordination is preferred.
- General understanding of administrative support in a non-profit organization.
- Agility and experience with Microsoft Excel and spreadsheets, Microsoft Word and other office software.
- Excellent verbal and written communication skills.
- Strong planning, administrative and organizational skills.
- A proven record as a resourceful problem-solver familiar with the complexities of a nonprofit organization.

Physical Requirements

- While performing normal job responsibilities, the employee is regularly required to sit and work at a computer.
- The employee must have the ability to travel, occasionally overnight, and drive a car with a valid driver's license.
- The position can include exposure to inclement weather.

About the Organization

Grandfather Mountain is a place of amazing biodiversity and scenic beauty that towers 5,946 feet above northwest North Carolina. One third of the mountain is operated as a nature park and preserve by the Grandfather Mountain Stewardship Foundation. The nonprofit organization was formed in 2009 to operate the 700-acre portion that includes the Mile High Swinging Bridge, Wilson Center for Nature Discovery and Animal Habitats. The Wilson Center for Nature Discovery, featuring all new state-of-the-art museum exhibits, classrooms and a ADA-accessible theater opened in the summer of 2022. An outdoor learning space with an amphitheater and a botanical garden will open in the spring of 2023. Environmental habitats are home for black bear, bald eagle, cougar, elk, and river otters. Learn more at www.grandfather.com.

The mission of the organization is to inspire conservation of the natural world by helping guests explore, understand and value the wonders of Grandfather Mountain.

Fill out the General Application here and remember to attach your resume and cover letter: [GMSF Application](#).