



The Catskill Center for Conservation and Development

Executive Assistant Job Posting

About the Catskill Center

The Catskill Center for Conservation and Development (Catskill Center) preserves and enriches the environmental, economic and cultural well-being of the Catskill region through collaboration, inspiration and stewardship. We believe that the vitality and prosperity of the Catskills depend on robust collaboration, thriving local communities and the wise stewardship of our natural resources.

Since its founding in 1969, the Catskill Center has partnered with regional organizations and local and state governments to develop a wide variety of programs and initiatives, playing a pivotal role in balancing the preservation of the region's natural beauty and environmental integrity with a commitment to advance sustainable economic development within the counties and communities of the Catskills.

For more information about the work of the Catskill Center, visit www.catskillcenter.org.

Executive Assistant

The Catskill Center seeks an individual to fill the position of Executive Assistant to the Executive Director. This position will support the Executive Director and assist with office and administrative duties. The individual in this position will work closely with the Executive Director to enhance their effectiveness by providing personalized secretarial and administrative support in a well-organized and timely manner. The individual will work on a variety of tasks related to an executive's working life and communication needs.

The Executive Director leads the Catskill Center efforts to preserve and enrich the environmental, economic and cultural well-being of the Catskills and the Executive Assistant will help the Executive Director meet this need. By empowering the Executive Director, the Executive Assistant will be strengthening the Catskill Center's ability to take advantage of opportunities and express important messages. The current Executive Director, Jeff Senterman came to the Catskill Center in 2015 and prior to that worked in the Catskill region. As someone who spent much time in the region, Jeff has a strong appreciation for the

value of the Catskill Park, both in terms of ecology and its communities and culture. Jeff values teamwork and collaboration, both amongst his staff at the Catskill Center and in his work across the region. To learn more about the current Executive Director, visit www.catskillcenter.org/what-we-do.

This is a full-time position based in the Catskill Center's Arkville office and requires some travel to different meeting locations throughout the Catskills, New York City metropolitan region, Hudson Valley and Capital District.

Job Responsibilities

Under the supervision of the Executive Director (ED), the individual filling this position will be responsible for:

- Acting as the point of contact between the ED and internal/external contacts; developing and maintaining the organization's contact management system;
- Enhancing ED's efficiency by reviewing, researching, and appropriately routing correspondence (electronic and written); drafting letters and documents; collecting and analyzing information; and initiating telecommunications;
- Maintaining ED's appointment schedule by coordinating and scheduling meetings, conferences, teleconferences, and travel; providing reminders; and organizing meetings with government officials;
- Producing information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics;
- Ensuring public information meets organizations standards;
- Developing and carrying out an efficient documentation and filing system;
- Representing the ED by attending meetings in the executive's absence; speaking for the executive when necessary;
- Welcoming guests and visitors, in person or on the telephone; answering or directing inquiries;
- Maintaining donor database and protecting operations by keeping information confidential;
- Coordinating with ED and Board of Directors Chair to produce Board of Directors' meeting packets;
- Organizing monthly staff meetings;
- Assisting membership and development staff with database management and development activities; and
- Following up with staff regarding project needs and results.

Required Qualifications

Previous experience in similar role is strongly preferred. Preference will be given to a candidate who has focused experience in executive and personal assistant activities. The individual filling this position must have the following qualifications and attributes:

- Patience;
- Ability to perform complex administrative work with minimal supervision;
- Exceptional organizational skills;
- Attention to detail;

- Ability to multitask and prioritize daily workload;
- Strong ability to communicate effectively, with sincerity and clarity;
- Excellent writing abilities
- Exemplary planning and time management skills;
- Excellent interpersonal and collaboration skills;
- Ability to effectively filter appropriate information to the Executive Director;
- Impeccable record of maintaining discretion and confidentiality;
- Ability to quickly read, understand and summarize policy, regulatory, procedural and other types of documents;
- Proven experience demonstrating these skills as an executive assistant or in another administrative position;
- Full comprehension of office management systems and procedures;
- Excellent knowledge of MS Office;
- Proficiency in English;
- Up-to-date with advancements in office technology and applications; and
- Bachelor's Degree

Strong candidates will have some of the following skills and qualifications:

- Eagerness to learn new and improve existing skills;
- Experience working with governmental agencies;
- Experiences assisting with policy development and review;
- Knowledge of Giftworks, Salesforce or other donor contact databases;
- Non-profit development experience; and
- A strong record of integrity and ethical sensibility

The position offers a regionally competitive salary and a comprehensive benefits package. The Catskill Center is an Equal Opportunity Employer.

Applications will be reviewed as they are received. Position open until filled.

Please send application package, including cover letter, salary requirements, resume, writing sample of your choice, and three professional references to jobs@catskillcenter.org.

Incomplete application packages will not be considered.

No calls please.