



CATSKILLCENTER

Job Posting Executive Assistant

About the Catskill Center

Founded in 1969, the Catskill Center is a 501(c)(3) non-profit that preserves and enriches the environmental, economic and cultural well-being of the Catskill region. 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. For more information, visit www.catskillcenter.org.

Position Description

We are seeking a detail-oriented and reliable Executive Assistant to provide critical high-level administrative support to the Catskill Center's Executive Director (ED) and Associate Director (AD), increasing their capacity to focus on strategic efforts that further the Catskill Center's mission.

This is a full-time position, based in Arkville, NY, with a remote work option. This is primarily an office-based position requiring extensive computer work and frequent phone and virtual meetings. Infrequent travel throughout the Catskill region is required. The Executive Assistant will report to the AD, but will work closely with both the ED and AD, and collaboratively with other staff on a regular basis.

Job Responsibilities

Executive Assistance

- Provide high-level administrative support and assistance to the ED & AD
- Collate resources, conduct background research, analyze and summarize information on a variety of topics for Executive Team
- Arrange travel and appointments for ED, AD, and Board events, including coordinating schedules, logistics, meals & refreshments
- Attend meetings on behalf of ED & AD, taking notes and recording minutes
- Perform clerical and administrative tasks including drafting letters, memos, reports, procedures, contract Scopes of Work, and other documents
- Small contract and/or project management, as requested
- Assist Executive Team in finding solutions and resolving problems that arise

General & Human Resources Assistance

- Maintain accurate and current files in a digital filing system, protecting confidential information
- Answer employee requests and questions related to policies and procedures
- Assist with employee recruitment, hiring, and onboarding processes
- Assist with employee benefits enrollments, changes and paperwork updates
- Perform clerical functions related to HR administration and recordkeeping
- Other duties as requested or assigned

Required Qualifications

Applicants must have a Bachelor's degree or equivalent and at least four years of related experience; a valid driver's license; access to a reliable vehicle; be willing and able to pass a background check; and be willing to provide proof of coronavirus vaccination or sign a medical or religious waiver, as appropriate.

Additional requirements include:

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems
- Ability to type minimum of 50 words per minute
- Proficient with Microsoft Office Suite with the ability to learn new software
- Strong record of integrity, discretion, and ethical sensibility; and
- A positive attitude

Preferred Qualifications

Strong candidates will also have the following qualifications:

- Strong interpersonal and customer service skills
- Working understanding of HR principles, practices and procedures

Compensation

Salary: \$35,000-\$45,000 annually, commensurate with experience; comprehensive benefits package. The Catskill Center strives to offer exceptional work-life balance and flexible work options.

Application

Applications will be reviewed as they are received and accepted until position is filled.

Please send a complete application package including cover letter, resume, and three professional references to jobs@catskillcenter.org.

The Catskill Center is an Equal Opportunity Employer.