Deadline to Apply : June 10, 2022
Intended Start Date : July 1, 2022
Submit your resume and cover letter to:
https://app.smartsheet.com/b/form/6e8535b6b39e4fd5957439bf70da9a08

The Billion Oyster Project Executive Assistant to the Executive Director is a proactive and enthusiastic problem-solver focused on maximizing the impact of the Executive Director to achieve the goals of Billion Oyster Project. The Executive Assistant provides administrative support for the Executive Director and works closely with the Executive Director to prioritize tasks and meetings, respond to the needs of staff and stakeholders and prepare and deliver written and verbal messages to internal and external audiences.

The ideal candidate for this position is a competent multi-tasker; highly efficient, organized and thorough. They are comfortable working independently in a dynamic, fast-paced work environment, and able to think on their feet and adjust to changing priorities and schedules.

What you’ll do:
Billion Oyster Project is a growing team of 43 full time staff and engages a wide range of external stakeholders. There are multiple work locations and many complicating factors that impact the scheduling of events and meetings. The Executive Director meets regularly with internal staff, the members and committees of the Board of Directors, donors, partners and public officials. The Executive Director is responsible for the overall management of the organization, fundraising and maintaining and communicating the vision, mission and voice of the organization at press opportunities, speaking engagements and events. The Executive Assistant will maintain the Executive Director’s schedule and calendar. They will support through the execution of all manner of administrative tasks associated with leading the organization. They will organize, coordinate and manage all aspects of the Executive Director’s work.

The Executive Assistant will be present at meetings of the Board of Directors and other meetings where sensitive information is discussed and presented. With this in mind, discretion is an essential component of the role.

Core responsibilities:
- Manages day-to-day work flow of the Executive Director, coordinating with other members of staff as needed
- Maintains the record of the Executive Director’s workflow and supports on maximizing impact through thoughtful scheduling and prioritizing of tasks
- Schedules appointments and manages calendar for the Executive Director, interacting with staff, board members, donors, and community leaders
- Coordinates schedules and makes logistical arrangements for meetings and events with key stakeholders, including board members, donors, volunteers, and partners
- Serves as primary note-taker for all meetings with the Executive Director
• Serves as the Executive Director’s liaison for some company-internal initiatives, such as team events and development programs, and assist in the planning, coordination, and follow through of action items
• Prepares and proofreads written materials on a timely basis, including the taking of meeting minutes and drafting correspondence
• Schedules, plans and prepares materials for all board meetings including but not limited to other BOP Committee meetings (Executive, Programs, Development & Communications and Finance).
• Communicates on behalf of the Executive Director, including handling sensitive and confidential material
• Acts as primary contact for concerns of board members, including coordination of meetings, research, and recording and preparing meeting minutes
• Undertakes special projects as assigned by the Executive Director

Work Schedule
The Executive Assistant will be expected to manage their time around a 40 hour work week with a general schedule of Mondays–Fridays, 9am-5pm. Occasional Travel within NYC, evening and weekend work is expected based on the needs of the Executive Director and various evening and weekend events and meetings.

Required Qualifications:
• An excellent organizational skill set including written and verbal communication, time management, and ability to prioritize and pay attention to details.
• 5+ years of similar professional experience
• Strong IT skills with proficiency in Google Apps suite, and Microsoft Office software
• Ability to handle multiple tasks in a fast-paced environment with frequent interruptions
• Ability to make decisions that improve day-to-day procedures, practices, and efficiency
• Experience coordinating projects involving multiple stakeholders
• Ability to work proactively and independently, and know when to escalate an issue

Desired Qualifications
• BA/BS degree
• Project Management experience
• Interest or background in Environmental Education is a plus

Salary, Benefits and Perks

Assistant to the Executive Director starting salary will vary depending on prior experience and range from $45,000 to $60,000.

This is a full-time, year-round position at the Billion Oyster Project, a 501(c)3 nonprofit organization. The benefits include:
• A generous vacation and PTO policy
• Health, dental, vision, and life insurance
• 401K plan
• An inspiring working environment on Governors Island in New York Harbor
• FSA plan
• Pre-tax commuter program
• Citi Bike discount
Who We Are and the Work We Do

About
The Billion Oyster Project is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives. The Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education, and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

Our Vision
A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return, benefit from it, with endless opportunities for work, education, and recreation. The harbor is a world-class public space, well used and well cared for—our Commons.

Our Ethos
Restoration through Education
We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment, we must teach young people to care for, monitor, and restore their Harbor.

Education through Restoration
We believe that students learn best when applying their studies to large-scale ecosystem restoration projects that challenge them to become active participants and take them out of the classroom, down to the water’s edge to experience the ecosystem first-hand.

Our Flagship School
The Urban Assembly New York Harbor School’s mission is to provide a college-preparatory education built upon New York City’s maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water. New York Harbor School offers career and technical education (CTE) programs in 7 areas of marine science, technology, policy, and engineering.

Additional Information

Employment Authorization
Applicants must be authorized to work for ANY employer in the United States. We are unable to sponsor or take over sponsorship of an Employment Visa at this time.

Work Location
Employees of Billion Oyster Project must reside within the tri-state area and be able to commute daily to Governors Island unless otherwise noted in the job description.

Equal Employment Opportunity
Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We believe that diversity and inclusion among our teammates are critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Fingerprinting
Any person working in the New York City Department of Education (NYC DOE) buildings, working with NYC DOE students, or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo the security clearance unless they have been added to the organization or agency’s Personnel Eligibility Tracking System roster.