

JACKSON HOLE LAND TRUST

Executive Assistant Job Description

Time Allocation:

50% Executive Director Support
30% Office Management/Human Resources
20% Development & Communications Support

Working under the supervision of the Executive Director, the Executive Assistant oversees and manages all office procedures and other tasks as assigned by the Executive Director. This position is 37.5 hours per week.

Responsibilities Include:

Assist Executive Director:

- Draft correspondence and reports for the Executive Director.
- Manage and maintain the Executive Director's schedule, appointments, and travel arrangements.
- Arrange and coordinate meetings for the Executive Director.
- Maintain employee vacation/sick leave sheets.
- Communicate with all staff regarding status and progress of project-based work to report back to Executive Director.
- Attend Board, committee meetings or other meetings as requested in order to record minutes.
- Compile, transcribe, distribute and file minutes of all meetings.
- Complete necessary filing as needed.
- Other duties as assigned by the Executive Director.

Oversee all aspects of general office coordination:

- Act as first point of contact by answering phones and directing to correct person and as general office greeter to guests.
 - Maintain confidentiality in all aspects of client, staff and agency information.
- Maintain office calendar to coordinate work flow and meetings.
- Ensure office supplies are adequately stocked and promptly ordered including all letterhead, envelopes, marketing materials, stamps, and general office supplies and anticipate supply needs for each department.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, copying, faxing, mailing and filing as directed by the Executive Director.
- Maintain all office equipment including copy machine, scanner, Pitney Bowes machine, phone systems, etc.

- Manage information technology, including office networking, web site, hardware and software maintenance, and backup system; Responsible for maintenance and recommendations for office computer needs and staffing technology needs.
- Assist with other miscellaneous office duties.

Assist Fundraising and Communications Departments on a back-up/as needed basis:

- Enter gifts daily.
- Acknowledge gifts bi-weekly.
- Maintain accuracy of donor information in Raiser's Edge.
- Maintain development filing for gifts and acknowledgement letters.
- Other duties as assigned by the Executive Director
- Assist with fundraising special events
- Track volunteers and engage when possible
- Other special projects/tasks

Qualifications for the job:

- 3-5 years of experience providing Executive-level support
- A great aptitude for or experience in working with computers.
- Extreme attention to detail and strong organizational and writing skills.
- Education or experience in language usage, editing, and writing.
- Bachelor's Degree preferred.