

Job Description: Executive Assistant

POSITION TITLE: Executive Assistant — Part-time

LOCATION: Remote

I. POSITION SUMMARY – Reporting to the Executive Director, the Executive Assistant will manage Board of Directors operations and provide administrative assistance to the staff. This is a part-time position that is remote the majority of the time.

II. KEY RESPONSIBILITIES

A. Manage Board of Directors Operations

- Schedule all Board and Committee meetings
- Manage venue reservations and catering for Board and Executive Committee meetings
- Coordinate the development and distribution of materials for Board and Executive Committee meetings
- Take the minutes for Board and Executive Committee meetings
- Coordinate the onboarding and offboarding of Board members
- Ensure bylaws, charters, and other governing documents remain up-to-date and are properly stored
- Ensure Board records are properly stored

B. Provide administrative support to the Executive Director and senior staff

- Coordinate meetings with partners and donors, including scheduling, venue reservations, and catering
- Maintain records for contacts with Board members, donors, and partners
- Support recruiting efforts for staff and interns
- Assist the Executive Director with correspondence and preparation of meeting materials
- Attend weekly Program Director meetings

C. Coordinate staff meetings and communications; maintain the Employee Handbook

D. Perform basic information technology administration tasks, including Google Suite user account management and phone system management

III. SKILLS AND EXPERIENCE

- Flexibility, attention to detail, good organizational and analytical skills, and excellent oral and written communication skills
- Extensive knowledge of Microsoft Word and Excel, familiarity with Apple products and Google applications
- Bilingual (Spanish) a plus



IV. COMPENSATION

This is a part-time position requiring about 2-10 hours a week, at a rate of \$25-30/hour, fluctuating throughout the year to accommodate Board of Directors activities. Workload will be the lightest in January, June, July, and December.

This is a remote position except for a few in-person meetings throughout the year.

TO APPLY, send a cover letter and resume via email to jobs@upstateforever.org by 5:00 p.m. on Monday, February 22. No phone calls, please.

COVID-19 precautions: To protect the safety of our employees in light of the recommendations from the State and Federal Governments as a result of the COVID-19 pandemic, Upstate Forever is currently implementing additional safety protections. These protections include but are not limited to social distancing practices; the wearing of masks in common areas; frequent disinfecting of commonly touched surfaces; and limiting office access to employees, maintenance workers, and cleaning service workers.

DEI commitment: Upstate **Forever** is committed to diversity, equity, and inclusion. We are taking deliberate steps to build authentic community partnerships and cultivate new leaders at all levels of our organization — from our membership to our staff to our board — to ensure that we better represent the community we serve.

Upstate Forever is an equal opportunity employer.

Upstate Forever is a nonprofit conservation organization that protects the critical lands, waters, and unique character of Upstate South Carolina.