



## Western Reserve Land Conservancy

land • people • community

### **Job Posting** **Executive Assistant, Thriving Communities**

Western Reserve Land Conservancy is seeking an Executive Assistant for its Thriving Communities program. This full-time position will be located at the Thriving Communities office, located at 2012 W. 25<sup>th</sup> Street in Cleveland's Ohio City neighborhood.

#### **Background**

Western Reserve Land Conservancy provides the people of northeast Ohio with essential natural assets through land conservation and restoration. Headquartered in Moreland Hills, Ohio, we are the largest land conservancy in Ohio, employing over 40 people in offices throughout northern and eastern portions of the state. Our land protection team has now conserved more than 52,000 acres of natural area and working farms in 23 Ohio counties. Thriving Communities, our urban revitalization program, is nationally recognized for thought leadership on removing blight; creating land banks to find productive uses for vacant properties; and revitalizing communities through greening strategies. Our mission is funded through a combination of program revenue, government grants and philanthropic gifts from individuals, foundations and corporations.

#### **Position Summary**

Thriving Communities (TC) is a dynamic and rapidly growing program of Western Reserve Land Conservancy. The Executive Assistant (EA) works in a fast-paced environment to provide administrative support to the entire TC team. Responsibilities include a variety of complex, confidential tasks, requiring thorough knowledge of organizational procedures and strong familiarity with external partners. The EA creates a large number and variety of documents and reports, assembles and maintains organized working files, and takes minutes during meetings. In addition, the EA answers and directs phone calls, schedules meetings and conferences, coordinates information and manages the flow of information between Land Conservancy central staff and TC team members.

#### **Key Areas of Responsibility**

##### **Administrative Support**

The EA provides a full range of administrative support to the TC team. This includes typing, proofing, and editing materials from tape or written copy; photocopying and collating a variety of materials; taking minutes during staff and board meetings; and drafting letters and other correspondence. Support also includes completing expense reimbursement requests, scheduling internal and external meetings, coordinating travel, and related activities. The EA is also responsible for ordering office supplies as well as supplies for off-site meetings, and providing other administrative support as requested.

##### **Document Preparation**

The EA creates numerous documents, from dictation or written copy, ensuring information is proofed, complete, and accurate. Documents may include correspondence, memoranda, reports, and presentations as needed by the TC team. The EA is also responsible for helping with the preparation of reports to the Board of Directors in advance of board and related committee meetings. The EA is responsible for maintaining an accurate and organized filing system for Thriving Communities materials. This may include securing signatures as necessary; transmitting documents to involved parties; notifying

staff of pertinent information; and ensuring proper execution, recording, and distribution of documents. The EA maintains appropriate confidentiality of files and information.

#### **Scheduling, Coordination and Communication**

The EA maintains the TC director's calendar, scheduling internal and external meetings and ensuring that all deadlines are communicated and met. The EA also schedules external and internal meetings for other TC staff as requested. The EA provides team members and external constituents with timely and quality work and information, and serves as a liaison for the flow of information between TC and Land Conservancy central staff members. Finally, the EA may coordinate special projects, utilizing resources inside and outside the organization.

#### **Culture, Communication, and Continuous Improvement**

Along with all staff members, the EA is responsible for contributing to a positive organizational culture by providing strong communications, living the Land Conservancy values, and demonstrating a willingness to collaborate, learn, and develop. The EA is also responsible for providing services to internal and external parties in a manner that is professional, collaborative, timely, and of high quality.

#### **Required Education, Experience**

- At least 5 years of prior administrative support experience in an office environment required; prior experience in a non-profit organization preferred
- Demonstrated proficiency with Microsoft Office products, especially Word, PowerPoint and Excel
- Strong organization skills
- Effective written and oral communications skills
- Strong interpersonal skills in order to work effectively across multiple teams
- Demonstrated ability to work independently and exercise judgment and initiative, including the ability to hold information in strict confidence
- Able to effectively meet deadlines, perform well under pressure in a fast-paced environment and handle multiple tasks at the same time
- Experience with Raiser's Edge donor database or other databases and experience with WordPress or other website management preferred but not required

#### **Application Process**

Interested individuals should send a resume and cover letter to Bob Kissling, Director of Human Resources, at [rkissling@wrlandconservancy.org](mailto:rkissling@wrlandconservancy.org)

*Western Reserve Land Conservancy is an Equal Opportunity Employer and is committed to hiring staff members who represent the rich diversity of our community. All qualified candidates will receive consideration for employment and not be discriminated against based on race, sex, sexual orientation, gender identity, age, color, religion, national origin, disability, genetic information, protected veteran's status, or other legally protected classification in the State of Ohio.*